19 Aug 12

Dear Cadets

It is a great pleasure to welcome you to Ryan High School’s Air Force Junior ROTC Program. Your commitment to the program will be exemplified throughout this school year as your instructors promote the goals of Ryan High School, our community and the United States Air Force.

“Building Better Citizens for America” is the primary mission of our school’s JROTC Program. Our aerospace curriculum and community service projects are structured to emphasize opportunities for you to develop yourselves as citizens. We support this through helping you develop personal traits such as integrity, teamwork, responsibility, ethics, self-discipline, and respect. These traits will serve you well as you travel through your life here at Ryan High School.

Congratulations on choosing a program with such high standards…I expect great things from each of you! I firmly believe significant involvement in our AFJROTC program provides you with the tools to be a true citizen leader.

Best of luck this year!

Vernon Reeves

Principal

Department of Aerospace and Leadership

Ryan High School AFJROTC / TX-093

5101 E. McKinney Ave.

Denton Texas 76208

FOREWORD 19 Aug 12

The Air Force Junior ROTC (AFJROTC) unit, Texas 093 (TX-093), was established at Ryan High School by agreement between the Denton Independent School District and the United States Air Force.

The AFROTC curriculum consists of aerospace related academic instruction and leadership training. The Senior Aerospace Science Instructor and the Aerospace Science Instructor are both retired Air Force personnel with over 46 years of combined Air Force experience. Additionally, we have extensive backgrounds in professional education and Air Force testing.

Your cadet unit is managed and operated by cadet commissioned and non-commissioned officers. By leading and managing the cadet organization, cadets learn leadership and management skills. A person cannot grow and develop leadership skills without making mistakes. We expect cadets to learn from their mistakes; other cadets learn through observation of their peers’ varying leadership styles and actions.

This Cadet Guide contains policy guidance, requirements, and rules of conduct for AFJROTC cadets at Ryan High School. Every cadet is required to study this guide and will be held responsible for its contents on examinations. Remember, it is only a guide and not a substitute for initiative, common sense, and good judgment.

Congratulations to each of you on your decision to enroll in the AFJROTC program. We wish you success and personal satisfaction as members of Ryan High School’s TX-093 AFJROTC Cadet Unit.

David C. Lee

Col, USAF (Retired)

Senior Aerospace Science Instructor

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**INTRODUCTIONinin**

The purpose of this Cadet Guide is to spotlight your personal responsibilities and obligations as a member of TX-093. You will be expected to know and comply with the policies and procedures as outlined in this guide. You should read, become thoroughly familiar with, and refer often to the information in this guide.

You are expected to keep yourself informed and to comply with all published unit orders and directions. Ignorance of directives is not an acceptable excuse for failure to comply with their provisions. When you encounter situations not specifically covered by this guide or supplemental directions/instructions, you will be expected to use good judgment and common sense. If you are in doubt about the meaning of the directive or order, you should request clarification from your AFJROTC cadet leaders. Further questions concerning AFJROTC academics or leadership training requirements may be referred to the appropriate Aerospace Science Instructor (ASI).

It will be your responsibility to keep this guide current and to make all changes that may be published. The overall success of the Ryan High School Cadet Corps this year will depend on how well each individual accepts personal responsibilities and performs their assigned duties. The Cadet Corps is dedicated to maintaining the high standards of excellence we have established at Ryan High. Your individual efforts, attitude, and dedication will determine how successful we are in achieving our goals.

**CADET HAZING POLICY**

Hazing, embarrassing or any activity that degrades JROTC cadets is **NOT** in accordance with AFJROTC POLICY. Hazing of a cadet in any manner will not be condoned at Ryan High School. In addition, a punitive demerit system requiring cadets to “march off” or work off demerits will **NOT** be used to enforce cadet discipline. Cadets violating regulations, uniform wear policies, or any other directive, will notbe publicly reprimanded by higher-ranking cadets, in front of other cadets, or any other students.

The AFJROTC instructors will be notified of violators of this policy and will take appropriate action.

Cadet organizations will **NOT** require or allow initiation activities that including hazing or other activities that are degrading or embarrassing to the Cadet Corps. The AFJROTC instructors will strictly enforce the hazing policy.

CODE OF HONOR

***“We will not lie, cheat, or steal, nor tolerate among us anyone who does.”***

1. *A Cadet Does Not Lie*: Making partially true statements which omit information causing another to believe something other than the truth is the same as telling a lie.

2. *A Cadet Does Not Cheat*: Giving unauthorized assistance either outside or inside the classroom is the same as cheating.

3. *A Cadet Does Not Steal*: Unlawfully taking or receiving another’s property is the same as stealing.

***TABLE OF CONTENTS***

|  |  |  |
| --- | --- | --- |
| CHAP | **TITLE** | PG |
| 1 | Mission and Objectives of the AFROTC Program | 7 |
| 2 | Admission, Transfer, and Disenrollment of Students | 9 |
| 3 | General Information | 11 |
| 4 | Conduct and Military Courtesy | 15 |
| 5 | Personal Appearance and Wear of the Uniform | 17 |
| 6 | Uniform Requirements | 27 |
| 7 | Clothing and Equipment Accounts | 29 |
| 8 | Saluting Rules | 31 |
| 9 | Co-Curricular Activities | 33 |
| 10 | Cadet Promotions | 37 |
| 11 | Organization of the Texas-093 Cadet Corps | 43 |
| 12 | Job Descriptions | 47 |
| 13 | Awards and Decorations | 59 |
| 14 | Letter Jacket & Exceptional Cadet Recognition Policy | 67 |
| 15 | Certificates of Training and Completion | 71 |
| 16 | Unit Staff Meeting Procedures | 73 |
| Atch 1 | Flight Drill Sequence | 75 |
| Atch 2 | “My” Chain of Command | 76 |
| Atch 3 | TX-093 Organizational Chart | 77 |
| Atch 4 | JROTC Badges | 78 |
| Atch 5 | JROTC Insignia | 79 |
| Atch 6 | Male Headgear | 80 |
| Atch 7 | Female Headgear | 81 |
| Atch 8 | Battle Dress Uniform (BDU) | 82 |
| Atch 9 | Lightweight Blue Jacket | 83 |
| Atch 10 | Male Service Dress | 84 |
| Atch 11 | Female Service Dress | 85 |
| Atch 12 | Male Blue Shirt | 86 |
| Atch 13 | Female Blue Shirt | 87 |
| Atch 14 | Course Syllabus: 1st-3rd Year Cadets | 88 |
| Atch 15 | Course Syllabus: 4th Year Cadets | 90 |

This page intentionally left blank**CHAPTER ONE**

**MISSION AND OBJECTIVES OF THE AFJROTC PROGRAM**

1. The AFJROTC mission is to **"Develop citizens of character dedicated to serving their nation and community.”**

2. The Objectives of AFJROTC are to: educate and train high school cadets in citizenship, promote community service, instill responsibility, character, and self-discipline, and provide instruction in air and space fundamentals.

The AFJROTC program is grounded in the Air Force core values of integrity first, service before self, and excellence in all we do. The curriculum emphasizes the Air Force heritage and traditions, the development of flight, applied flight sciences, military aerospace policies, and space exploration.

**Curriculum opportunities include:**

* Academic studies
* Character education
* Life skills education
* Leadership opportunities
* Team-building experiences
* Intramural competition
* Field trips / training opportunities

3. Cadets who are actively involved in the JROTC program develop confidence, self-discipline, self-reliance, and learn to work together as a team. In addition to the academic program teaching leadership and life skills, aerospace history, and aerospace science, the cadets also benefit from the following:

a. Leadership – The corps of cadets and the JROTC program is an active, on-going leadership laboratory. Cadets have numerous opportunities to develop and practice leadership skills as they plan, organize, manage, lead and participate in community service projects, field trips, drill competitions, and other corps activities.

b. Credits – JROTC is an elective credit. The first two years of JROTC may count as PE credits. Additional years of JROTC are local elective credits.

c. Certification of Completion – A Certificate of Completion is awarded for the successful completion of three or four years of AFJROTC. This certificate will enable a cadet to enlist in any branch of the armed services at an advanced rank with increased pay and benefits.

d. Summer Leadership School (SLS) – A number of cadets are selected to attend one of our summer leadership schools. Ryan High and Denton ISD recognize the benefit of these advanced leadership schools and award graduation credit for their completion. Description of schools is as follows:

1. Brownwood Cadet Command and Staff School (CCSS): is a secondary SLS located at Howard Payne University in Brownwood, Texas, hosted by a collective of high school AFJROTC units (including Ryan High). This school is an advanced SLS designed to support cadets preparing for to run a Corps in their senior year in AFJROTC. This school is normally scheduled for the second week after the school year is ended and lasts approximately 5.5 days.

2. San Angelo SLS: is a basic school is hosted by San Angelo High School, running concurrent and collocated with the Brownwood CCSS. This school is a basic SLS designed to support cadets having just completed their first year or second year of AFJROTC. This school is normally scheduled for the second week after the school year is ended and lasts approximately 5.5 days. Note: This SLS was canceled for summer/2012; it’s unclear whether it will re-start for summer/2013.

3. Denton SLS: this is a basic school hosted by Denton High School (with support from both Guyer and Ryan High School JROTC). This is a “day camp,” with cadets reporting in daily at 0545hours (5:45am), finishing each day at 1600 (4pm). This camp will normally be scheduled for the week after graduation, lasting 3-4 days (expect this to be adjusted during the upcoming school year). Normally, this camp will be attended by cadets having just completed their first year in JROTC.

**Selection Criteria for SLS/CCSS**

1. Cadets **MUST** wear uniform without any misses.
2. Cadets **MUST** passJROTC class.
3. Cadets **MUST** pass all core classes.
4. Cadets **MUST** participate in a team.
5. Participate in community service events.
6. **MUST** know how to perform/command all 30 drill commands.
7. **MUST** pass E2C with at least a 70%.

**CHAPTER TWO**

**ADMISSION, TRANSFER, AND DISENROLLMENT OF STUDENTS**

1. To be eligible for and to participate in the AFJROTC TX-093 program, a student must be:

1. Enrolled in a course of instruction at Billy Ryan High School.

b. A citizen or national of the United States or an alien lawfully admitted to the United States for permanent residence.

c. Of good moral character.

d. Physically fit to participate in AFJROTC training. A cadet is considered physically fit if he or she is qualified for the Physical Education (PE) Program.

2. TRANSFER: Students who transfer from other JROTC units may receive full credit for training already received, with appropriate documentation from their previous unit. It is the student’s responsibility to forward all documentation to the aerospace science instructors.

3. DISENROLLMENT: A cadet may be disenrolled for any of the following reasons:

a. Failure to maintain acceptable course standards, including hair cut, grooming, proper uniform wear, etc.

b. Ineptitude, indifference to training, disciplinary infractions, or reasons involving undesirable traits of character.

c. Failure to remain enrolled in school.

1. Failure to maintain a passing grade in AFJROTC course work.

e. Insubordination toward JROTC cadet leaders or Billy Ryan High faculty / staff.

4. CADET RESPONSIBILITY**:** Each cadet will abide by the rules and regulations of the Aerospace Science Department and accept responsibility for the proper care and maintenance of their uniform, textbooks, and any other AFJROTC equipment. Each cadet is also responsible for his or her debts. Failure to promptly pay cadet obligations may result in course failure and dismissal from the Corps.

5. OFFICER/NCO RESPONSIBILITIES**:** A cadet OFFICER or NCO has special leadership responsibilities by virtue of their achievement in becoming a cadet officer or NCO. They are expected to set a positive example at all times in all actions. Among other general responsibilities to maintain rank/position, cadet officers and NCOs are expected to:

a. Take the initiative when leadership action on their part is needed to insure the unit mission is successfully accomplished.

b. Meet their financial obligations to the unit and the AFJROTC program promptly and completely.

c. Complete AFJROTC class and program assignments conscientiously.

d. Participate regularly in at least one after school co-curricular activity (cadet officers). See Chapter 9 for a listing of these activities.

e. Follow school and AFJROTC guidelines, setting the example for subordinate cadets.

Note: ***Officers and NCOs who fail to wear their uniform at the designated time may lose their Corps position and/or be reduced in grade.***

**CHAPTER THREE**

## GENERAL INFORMATION

1. CADET BULLETIN BOARD: All cadets are required to read the unit bulletin board at least once each week. If your name appears on the bulletin board, you should place your initials beside it to indicate you read and understand the information pertaining to you. Cadet Officers and NCOs are expected to check the bulletin board every day they are scheduled for AFJROTC class.

2. PHYSICAL TRAINING: Emphasis is placed on physical fitness throughout the school year. Each cadet will be tested at least twice each year to determine physical fitness, normally at the beginning of the school year and again at the end of the second semester. Results of this test will be a part of semester grades. Additionally, cadets routinely participate in other physical activities, such as basketball, Air Force “tag,” soccer, etc.

3. ORGANIZATION: The unit will be organized as one operational Group.

4. CHAIN OF COMMAND: Within the Corps of Cadets, the chain of command is as follows:

a. Cadet Airmen report to their Element Leader, who report to the Flight Leader, who in-turn report to their Squadron Commander.

b. The Deputy Group Commander will act on behalf of the Group Commander during the Group Commander’s absence.

c. See the chart in chapter 18 (pg 66) for the remainder of the chain of command.

5. TEXTBOOKS: The textbooks used in the AFJROTC program are furnished to the cadets without charge. All textbooks, hard back and paper back, are controlled items and must be safeguarded and accounted for. Cadets who damage or lose their books will be required to pay for them.

6. CADET LIBRARY: The reference books and magazines maintained in the Cadet Library, AFJROTC Office and Class room are available for use by all cadets. They may be checked out and taken from the AFJROTC area with permission from the SASI or ASI.

7. FLAG DETAIL: A flag detail will be assigned by the Color Guard Commander to ensure that the flags are raised at the beginning of the school day and lowered at the end of the school day. The appropriate Flight Leader is responsible for the flag detail in their flight. If the weather is inclement (bad), check with the SASI of ASI prior to raising or lowering the flags. Do not go out into inclement (threatening) weather to lower or raise the flags.

8. REVEILLE AND RETREAT: A reveille or retreat ceremony may be held each semester. The Color Guard is responsible for raising or lowering flags during a reveille or retreat ceremony.

9. AFJROTC ACADEMIC PROGRAM: The Air Force Junior ROTC program is divided into three graded parts. The first part is called Aerospace Science and consists of classroom instruction on subjects pertaining to Aerospace Science. This course counts for 40 percent of the program. The second part is called Leadership Education and consists of drill, inspections, life skills instruction, and other Corps training activities. It counts for another 40 percent of each semester grade. The remaining 20 percent comes from participation in the PT program and a PT test given at the end of the second semester. This is a change from the historical AFJROTC grading standards and reflects the new emphasis the Air Force has placed on physical fitness at the Air Force Academy, college ROTC, and throughout all basic training phases.

10. COURSE LEVELS: A brief summary of the curriculum of each course level is listed below.

a. AEROSPACE SCIENCE I (AS I) covers the history of flight, the development of air power, and military aerospace policies. The Leadership portion of the course stresses fellowship and leadership fundamentals, customs and courtesies of the armed forces, drill and ceremonies, discipline, responsibility, and citizenship.

b. AEROSPACE SCIENCE II (AS II) is a general study of aeronautics and the principles of flight. Specific areas include the aerospace environment, human requirements of flight, principles of flight, basic meteorology, and navigation. The leadership portion covers communication skills, leadership theory, and individual/group behavior.

c. AEROSPACE SCIENCE III (AS III) studies our present military and aerospace systems and the social aspects of aerospace. In the Exploration of Space, the subject matter includes aircraft propulsion systems, rocketry, and space vehicles. The Leadership area refines management and communication techniques, and hones the cadet’s fellowship and leadership skills.

d. AEROSPACE SCIENCE IV (AS IV) covers career opportunities in civilian and military aerospace. We will tailor a program for each cadet designed to prepare him or her for post-secondary or advanced vocational education. The Leadership area gives special attention to leadership of cadet operations, activities, and special projects. \* Corps management is the primary activity for “AS IV” cadets.

11. LEADERSHIP EDUCATION PROGRAM:

a. Leadership as defined by the Air Force is the “art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common objective”. The principles and techniques of this art can be taught academically, but of little value to a cadet without practical application. AFJROTC training provides each cadet the opportunity to develop their leadership potential through practice and experience in a military organization setting.

b. In the Leadership Program, cadets learn about the organization and functions of an Air Force unit by participating in certain activities that closely simulate a typical Air Force unit. The individual cadets, as they progress through the ranks, will obtain direct experience in dealing with people. They will learn to appreciate the need for planning, organizing, directing, controlling, and coordination. They will observe among their own classmates the difference between good and bad leadership techniques, thereby acquiring experience in evaluating the performance of others, and developing the ability to understand why one cadet succeeds and another fails.

12. CLASS SCHEDULE:

a. Aerospace Science academics will normally be taught by the SASI.

b. Leadership Studies will normally be taught by the ASI.

13. GRADING: AFJROTC academics are divided into three parts: Aerospace Science is 40 percent of the grade, Leadership Education makes up 40 percent, and wellness makes up the remaining 20 percent. Cadets are required to wear their uniform on “uniform day;” failure to wear your uniform on “uniform day” or to make-up a uniform day prior to the next uniform day will result in a zero in uniform wear for that week (unless excused by ASI staff for mitigating circumstances). *Failure to wear the uniform 2 or more times in any six weeks period will result in a failing grade* in AFJROTC for the six weeks. Continued failure to wear the uniform may result in dismissal from AFJROTC. *Officers and NCOs may lose their positions and be reduced in grade.*

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**CHAPTER FOUR**

**CONDUCT AND MILITARY COURTESY**

1. **GENERAL:** Cadets are expected to be courteous and to conduct themselves as proper young ladies and gentlemen at all times while observing correct military bearing. This will reflect credit upon themselves, their parents, TX-093, Billy Ryan High School, and the United States Air Force. Cadets will not use abusive, vulgar, obscene, or profane language. Cadets will not annoy or harass other cadets with insulting, inflammatory, insinuating, or defaming remarks or obscene gestures. Cadets will not indulge in horseplay such as hitting, slapping, sparring, or wrestling that frequently develops into undesirable behavior.

***Warning***

Cadets will not indulge in forms of physical contact such as “romantic” HUGGING, KISSING, or EMBRACING (Public Display of Affection- “PDA”) within the confines of the AFJROTC area or ANYWHERE WHILE IN UNIFORM. Cadets are expected to maintain high standards of conduct and behavior.

2. **CLASSROOM PROCEDURES:** Classroom instruction will begin with cadets sitting in their seats before the last bell. Tardiness will not be tolerated. The **Flight Leader** will step forward and face the class, call the flight to attention and lead the flight in the Pledge of Allegiance. The Flight Leader will then call for the Element Leaders to report. Element Leaders will report all absent cadets in their Element and the Flight Leader will report absentees to the SASI/ASI. The SASI/ASI will take charge of the Flight after the Flight Leader’s report and direct “seats” or as required. At the end of the period the Flight Commander will call the Flight to attention and then dismiss the Flight. All cadets will remain attentive during class or may be directed to stand at attention at the rear of the classroom.

**Note 1:** Gum, candy, food, or drinks (***except*** water or water-based drinks such as Vitamin Water or Gatorade) will not be used/consumed during any AFJROTC classroom activity without specific permission of the SASI/ASI. In particular, neither carbonated sodas nor caffeinated beverages are allowed in the JROTC classroom AT ANY TIME.

**Note 2:** School and District policy allows LIMITED use of cell phones and IPODs/MP3 players in the class room (see School’s Student Handbook for specifics). For AFJROTC, cadets will NOT use, display, monitor, or take out their cell phones or IPODs/MP3 players without the express approval of the SASI or ASI. Failure to adhere to these restrictions will result in confiscation and turnover of the item to school administrators (with a likely $15 fine) .

3. **MILITARY COURTESY DURING ALL FORMATIONS:** The practice of saying “Yes Sir, Yes Ma’am or No Sir, No Ma’am” to the SASI/ASI will be observed at all times, and Cadet Officers of higher rank, **during military formations.** A cadet officer is addressed by cadets of lower rank by his/her last name (Example: Captain Smith) **OR,** a cadet officer may be addressed as “Sir” or “Ma’am”. NEVER address a cadet officer during formations by his/her first name. This is a long established military courtesy that will soon become a habit. All cadets will be addressed by their rank followed by their last name.

4. **CALLING THE ROOM TO ATTENTION:** When the United States Flag, School Staff Member, Civilian or Military Guest enters the classroom, the Flight Leader (or their designee) will call the room to attention. Cadets will remain at attention until the command “At Ease”, “As you were”, etc. is given. The room does not need to be called to attention if a Billy Ryan student enters the room to deliver a note, etc but, it is better to err by calling the room to attention if you are not sure.

Note: the Flight Leader will call the room to attention when ANY school official enters the classroom.

5. **TELEPHONE PROCEDURES:** TX-093 cadets have access to a telephone in the corps area. The telephone will **not** be used by cadets for any activity without the specific permission of the SASI/ASI. Calls home to be picked up or to obtain JROTC related information is considered official use. Calls to a friend to talk about going to the mall or hanging out after school are not considered official use. The use of the corps phone is a privilege; don’t abuse the privilege. The office phone is the primary phone for SASI/ASI use. Answer the AFJROTC phone in the following manner:

**“Billy Ryan High School AFJROTC, Cadet (your last name), how may I help you?”**

6. **CLASSROOM PROCEDURES:**

1. **Before School:** cadets may come to the class room before school hours (8:35 AM); however, no “horseplay” is allowed. Cadets will remain in the classroom or return to the Commons; in no case will loitering be allowed outside the class room or in the hallways.
2. **During the school day:** normally, cadets will NOT come to the JROTC class room unless they have pre-coordinated with the SASI or ASI to work on a specific project. In no case will a cadet NOT in that class disrupt class room discussions.
3. **Lunch:** **The cadet classroom is “CLOSED” for cadet use during the lunch periods**. In other words, cadets on their lunch periods will NOT come to the JROTC class room while a class is on-going …this disrupts teaching and overcrowds the classroom.
4. **After School:** only cadets involved in after-school AFJROTC activities should be in the AFJROTC class room after school. In no case will cadets interact or interfere with on-going team practices (APT, Drill, Color Guard) for teams they are not a member of.

**Remember:** Each cadet is being evaluated daily for leadership positions, promotions, awards, and other forms of special recognition. Cadets who fail to maintain the standards or support good conduct and behavior may be relieved from leadership positions, demoted to a lower grade, and/or removed from Aerospace Science JROTC and placed in another class.

**CHAPTER FIVE**

**PERSONAL APPEARANCE AND WEAR OF THE UNIFORM**

The AFJROTC uniform is, with certain minor exceptions, the same as the uniform worn by active duty Air Force members. Cadets must constantly be aware of their responsibility for maintaining their uniform in good order, and for wearing it correctly. Uniforms are issued clean and in good repair. It is each cadet’s responsibility to keep it that way.

***WARNING***

If a cadet misses one uniform wear, at the end of the 6 weeks period on a designated day the cadet will have the opportunity to make up the uniform wear for a 70. If the cadet misses any other uniform wears in this period, this will result in a “zero” grade being assigned for uniform wear. No cadet will be considered for the Dress and Appearance award or the top cadet award if they miss a uniform wear grade.

***WARNING***

Any cadet on a specialty team who misses uniform wear will be suspended from competition. The same cadet also loses the right to wear the team rope cord.

1. Each member of the Ryan Cadet Corps must maintain high standards of uniform dress and personal appearance. Cadets will comply with the following standards:

a. GENERAL GUIDELINES:

(1) Keep the uniform clean, neat, and pressed.

(2) Wear the cap when outdoors-remove it indoors.

(3) Keep hands out of pockets.

(4) Keep all buttons buttoned, zippers zipped.

(5) Do not put bulky items/jingling change in pockets.

(6) Keep shoes/boots shined and clean; this includes the heels and edges of the soles.

(7) Keep all metal devices such as belt buckles, badges, ribbons, or insignia clean.

**MALE & FEMALE CADETS IN CIVILIAN CLOTHING**

*ALL OF THE FOLLOWING STANDARDS WILL BE MAINTAINED WHILE IN THE CORPS ROOM, THE IMMEDIATE HALLWAY, OUTSIDE ACTIVITES/MEETINGS, ON CORPS ACTIVITIES, AND IN ANY AFJROTC UNIFORM INCLUDING ALL BLUES, BDU,TRAVEL, AND PT UNIFORMS OF UNIFORM AT ALL TIMES, BEFORE AND AFTER SCHOOL:*

**1.. The following general standards apply:**

a. Hair, Overall: Must be clean, well groomed, and neat.

b. Hair Styles: Hair must be a natural occurring color (no faddish hair styles/colors), and hair must be all one color. Females may wear hair down while in civilian clothes.

c. Personal Hats: Personal hats are allowed for wear while in civilian clothes. The hat must be worn properly (straightforward, right side up, etc.) and **must conform to all DISD standards. Cadets will not wear hats in the school building.** Any other headgear (bandanas, combs, etc.) is **never** allowed. Failure to follow these standards will result in confiscation of the hat/headgear.

d. All pants, shorts, and skirts must be worn on or above the hip bone (belts if needed). Shirts that could be considered inappropriate should not be worn. All shorts and skirts must be **longer** than fingertips with arms straight down..

e. All school dress codes will be enforced and can be found in the DISD School Handbook. All cadets, both upper and lower classmen, will enforce these standards at all times, regardless of one’s rank/position.

**2. MALE CADETS IN UNIFORM:** These specific standards apply:

a. General guidance on hair: Keep your hair clean, neat, and trimmed. It must not contain large amounts of grooming aids such as greasy creams, oils, and sprays that remain visible in the hair. When your hair is groomed, it should not touch your ears or eyebrows, and only the closely cut or shaved hair on the back of your neck should touch the collar.

b. Bulk and tapering: Your hair should not exceed 1 1⁄4 inch in bulk regardless of the length. Bulkis *the distance that the hair projects from the scalp when groomed* (as opposed to length of the hair). The bulk and length of your hair must not interfere with wearing any Air Force headgear properly, and it must not protrude below the front band of the headgear. Your hair must have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance means that, when viewed from any angle, the outline of the hair on the side and back will generally match the shape of the skull, curving inward to the end point.

c. Dyes: Your hair may not contain or have attached to it any visible foreign items. If you dye your hair, it should look natural. You may not dye your hair an unusual color or one that contrasts with your natural coloring.

d. Sideburns: You may have sideburns if they are neatly trimmed and tapered in the same manner as your haircut. Sideburns must be straight and of even width (not flared) and end in a clean-shaven horizontal line. They may not extend below the lowest part of the outer ear opening.

e. Faddish haircuts: No extreme of faddish hair styles are allowed. Hair may not protrude below the front band of properly worn headgear.

f. Cosmetics: cosmetic makeup is permitted to hide blemishes or other marks as long as the cadet is not noticeably wearing excess makeup. Therefore, all black or other non-natural colored lipstick, eye liner, etc. is prohibited.

g. Jewelry: a conservative wristwatch may be worn and no more than 3 rings (maximum of two on one hand) altogether on both hands. **No bracelets may be worn unless they serve a medical purpose.** Once again, males are not permitted to wear any earrings. One necklace may be worn, but it must be out of sight.

**3. FEMALE CADETS IN UNIFORM:** These specific standards apply:

a. Cosmetics: Must be conservative. All non-natural colored lipstick, eyeliner, etc. is prohibited. Nail polish may be worn as long as it is the same conservative color on all nails. Designs, decorations, and/or decals are **not** allowed.

b. Hair Styles: Hair should be no longer than the bottom of the collar edge at the back of the neck. Your hairstyle must be conservative—no extreme or faddish styles are allowed. It should also look professional and allow you to wear uniform headgear in the proper manner, so your hair must not be too full or too high on the head. In addition, your hairstyle shouldn’t need many grooming aids. If you use pins, combs, barrettes, elastic bands or similar items, they must be plain, similar in color to your hair, and modest in size. Wigs or hairpieces must also conform to these guidelines.

Hair will not contain excessive amount of grooming aids, touch eyebrows. Hair color/ highlights/frosting (must not be faddish). Examples of natural looking for human beings: Blonde/Brunette/ Red/Black/Grey. No shaved heads or flat-top hairstyles for women. Micro-braids and cornrows are authorized for women.

*EXCEPTION*: Hairmay be visible in front of women's flight cap. However, long hair will be secured with no loose ends.

c. Skirts. The length of your skirt may not vary beyond the top and bottom of the kneecap. Your skirt should fit smoothly, should hang naturally, and must not be excessively tight. You must wear hosiery with the skirt. Choose a sheer nylon in a neutral dark brown, black, off-black, or dark blue shade that complements the uniform and your skin tone.

d. Earrings: Women may wear small, conservative studs, that can be white pearl, gold, diamond, or silver spheres that fit tight against the ear and will not extend below the earlobe. You may not wear any rhinestones or hoops. ALL EARRINGS WILL BE WORN IN THE LOWEST FLESHY LOBE AREA OF THE EAR. EARRINGS ARE **NOT** ALLOWED IN THE EAR CARTILAGE.

***WARNING***

WE RECOMMEND NEW PIERCINGS SHOULD WAIT UNTIL SUMMER, FOR HEALING PURPOSES.

**4. Uniform of the Day (UOD).** The UOD will be posted in the classroom on the scheduling board and/or announced in advance. The UOD is to be worn **ALL DAY**, unless authorized by the SASI/ASI.

a. Do not mix civilian clothing with the uniform.

b. Hats/caps will be worn outdoors. Always take hats off when indoors. When not being worn, it may be tucked under the belt to the right/left of the buckle, with the opening to the rear, and the top edge of the cap one-inch above the top of the belt. Once again all hat rules must comply with DISD handbook standards.

c. Keep hands out of pockets, all buttons buttoned, and do not carry bulky items in pockets or items that protrude outside the pocket.

d. Keep the shirt tucked in neatly with the gig line (shirt edge, belt buckle, and trouser fly) lined up in a straight line and trim off all loose threads.

e. Shoes should have a high shine with the edges of the soles and heels black. All shoes have a high degree of shine and a minimal amount of scuffs.

f. Carry books, etc., in the left hand when walking outdoors so that the right

hand is free for saluting.

1. **Unauthorized Wear of the Uniform:**

a. Any person who wears a uniform without authority is subject to penalties prescribed by 18 USC 702: “UNIFORM OF ARMED FORCES AND PUBLIC HEALTH SERVICE. Whoever, in any place within the jurisdiction of the United States, without authority, wears the uniform or a distinctive part thereof or anything similar to a distinctive part of the uniform of any of the Armed Forces of the United States, Public Health Services, or any auxiliary of such, shall be fined not more than $250 or imprisoned not more than six months, or both.”

b. The uniform must not be worn while hitchhiking.

c. Do not wear the uniform while participating in student demonstrations, or in any other inappropriate activity.

1. **Authorized Wear of the Uniform**

a. The AFJROTC cadet uniform is, with certain exceptions, the same as that worn by active duty personnel. It is the distinctive dress of a proud and honorable profession. Cadets should always wear the uniform correctly and with pride. JROTC regulations require that cadets wear the uniform all day, one day each week. Uniform days are **Wednesdays or Thursdays**, depending on which day a cadet has JROTC class.

b. Each member of the Corps must maintain high standards of dress and personal appearance. The uniform must be kept clean, neat, and in good condition. If a uniform item becomes worn and unserviceable, or is outgrown, it should be returned to Logistics for a replacement. All returned items must be clean. Cadets will be required to pay for the replacement cost of any uniform item damaged or lost through carelessness or neglect of the cadet.

c. Uniform items and insignia for AFJROTC cadets, and proper wearing instructions, are prescribed in attachments to this handbook and on the Ryan AFJROTC website.

d. The semiformal uniform, which consists of the blue uniform with white shirt and black bow tie for men, is authorized for the Military Ball or other special occasions designated by the SASI/ASI.

e. BDU uniforms may be worn in lieu of blues at the discretion of the SASI/ASI. Travel hats and black/subdued brown T-shirts must be worn as part of the Battle Dress Uniform.

f. Cadets may wear their uniform for special occasions such as weddings, graduations, etc. Permission for this must be obtained first from the SASI/ASI.

g. With approval from the SASI/ASI, special teams may wear additional uniform items, insignia, and devices; or they may design and wear a separate, distinctive uniform of military style. These special uniforms or uniform items are only worn when performing duties as a member of a special team. Ascots are authorized for wear at the discretion of the SASI/ASI.

h. The TX-093 hat may not be substituted for another form of cover while in uniform. *No hatpin insignia or rank of any kind shall be permitted on this hat at any time.*

1. **Uniform Ribbons, Medals, and Badges**

a. Ribbons are worn with the bottom row of ribbons immediately above the top of the pocket button and centered on the pocket for men. The bottom row of ribbons must be even with the bottom of the nametag 1½ inch above or below the first exposed button. Medals may be worn simultaneously with the ribbons when authorized locally for formal, semiformal, and special occasions. The order of precedence will be the same as for ribbons.

b. Ribbons of other services: AFJROTC cadets are authorized to wear ribbons earned while enrolled in Army, Navy, or Marine JROTC. Group ribbons according to service in this order: Army, Navy, Marine Corps, Coast Guard, and Civil Air Patrol. Only four CAP ribbons (General Carl Spaatz Award, Amelia Earhart Award, General Billy Mitchell Award, and General J. F. Curry Achievement Award) are authorized on the AFJROTC uniform. Badges or insignia from any other non-AFJROTC groups are not authorized on the AFJROTC uniform. This is in compliance with the AFOATSI 36-2001 regulation section 5.3.4.2.

c. Valor Awards: Wear valor awards ahead of other ribbons, regardless of which JROTC awarded them.

d. Order of Precedence: The medal or ribbon with the highest precedence is worn nearest the lapel on the top row. The ribbon or medal with the lowest precedence is worn on the bottom row furthest from the lapel. Consult Chapter 13 regarding specific order.

e. Oak Leaf Clusters:

(1) Bronze: Bronze oak leaf clusters are worn on the ribbon to designate the second or subsequent award of any ribbon.

(2) Silver: Silver oak leaf clusters are worn on the ribbon in lieu of five bronze oak leaf clusters.

f. Badges:

(1) Ground School Badge: Awarded for completion of the honors ground school curriculum option or completion of an aviation ground school program.

(2) Flight Solo Badge: Awarded to any cadet possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or un-powered aircraft.

(3) Flight Certificate badge: Awarded to any cadet who possesses a FAA flight examiner pilot’s certificate for either powered or unpowered aircraft.

(4) Distinguished Cadet Badge: Awarded to the cadet who has high moral character and outstanding military potential.

(5) Awareness Presentation Team Badge: Awarded for participation in an Awareness Presentation Team.

(6) Kitty Hawk Air Society Badge: Awarded to cadets who are members of the Kitty Hawk Air Society.

(7) American Modeling Association (AMA) Wings: Awarded to cadets who have fulfilled AMA Program requirements.

(8) Distinguished AFJROTC Cadet Award: Awarded to an outstanding cadet selected by the SASI.

(9) Aerospace Education Foundation (AEF): Awarded to those cadets who have met and fulfilled the criteria of the AEF.

(10) Model Rocketry Badge: Awarded to cadets who have fulfilled model rocketry program requirements.

1. **Name Tags:** The standard Air Force blue name tag will be worn on all light blue shirts/blouses. Males wear the nametag grounded to the wearer’s right pocket top edge, (centered on the pocket) and parallel to the ground. Females wear the nametag 1½ inch above or below the first exposed button parallel to the ground on the wearer’s right side.

**9. AFJROTC Shoulder Patch**: Wear of the AFJROTC official shoulder patch is mandatory on all outer garments except the raincoat, overcoat, and all weather coats. Cadets enrolled in Civil Air Patrol (CAP) and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder with the AFJROTC shoulder patch taking precedence.

**10. TX-093 Unit Patch:** Wear the AFJROTC patch on the left and the TX-093 unit patch on the right sleeve 1 inch below the outer shoulder seam, centered.

**11. Shoulder Cords**: Cadets are authorized to wear one shoulder cord on the left hand side of the uniform (shirt or coat). Wear the shoulder cord only on the short sleeve, light blue shirt and the service dress coat. Colors will different Corps units. All cords (Drill Team, Color Guard, etc.) will be worn on the left shoulder, regardless of position within the Corps or special team.

**12. Corfam Shoes:** **AS-II and above** cadets are permitted to wear corfam (artificial leather) shoes as long as they are in a presentable condition and purchased at cadet expense.

**13. Service Caps:** **AS III** and **IV** Cadet Officers and NCOs are permitted to wear service caps. All caps must have the proper insignia and will be purchased at cadet expense.

***14. GENERAL RULES FOR WEARING THE UNIFORM***

a. Uniforms will be worn on the day designated A/B Scheduled “UNIFORM DAY”. The type of uniform to be worn or special uniform requirements for the coming week will be posted by the Operations Officer before the first period on Friday the week prior.

b. When the military uniform is worn to school, only authorized uniform items will be worn. ***Do not*** mix uniform items with civilian clothing at any time.

c.. The cap or hat is not worn indoors unless the cadet is participating as a member of a special team. When not worn, the cap will be tucked under the belt on the left side of buckle with the insignia on the outside and the opening to the rear. Females may carry their cap or tuck it into their waistband.

d. Trim loose strings and frayed seams on the uniform. Do not burn strings or frayed seams.

1. Keep shirt tucked in at all times.
2. Avoid carrying bulky items in the pockets which distort pocket flaps on the uniform.
3. Replace missing buttons promptly.

1. Cadet insignias are oxidized silver; do not attempt to shine these items.
2. Carry books/book bags in the left hand so the right hand is free for saluting.
3. A plain, white V-neck or sleeveless T-shirt will be worn with the AFJROTC Class A/B uniform. (T-Shirt sleeves should not extend below the shirt sleeve).
4. Keep shoes clean and shined. Shoes must be black, plain toed without decorative stitching or designs. Female cadets may wear plain black flats with the uniform, with approval of ASI.
5. Hitch-hiking, performing hard labor, engaging in sports activities, etc., while in uniform is not permitted.
6. The uniform will be worn the entire school day of uniform day to receive credit. It may be removed for sports or lab work as required, but must be put back on afterwards. Exceptions must be approved by the SASI or ASI.
7. A uniform wear make-up must be completed the following day after scheduled “Uniform Day” to at least receive a 70% for uniform grade or within two school days after returning from an absenteeism. Make sure you inform the ASI when you are accomplishing the uniform make-up. Exceptions must be approved by the SASI or ASI.
8. The travel “T-shirt” is not an official AFJROTC uniform, however, it may be designated as the uniform-of-the-day for special occasions if authorized by the SASI/ASI. You will not receive normal credit or make-up credit by wearing the travel T-shirt for a regular uniform day unless approved by ASI.

**15. UNIFORM CLEANING**

a. Cadet coats, pants, skirts, hats, ties, and tie tabs WILL BE DRY-CLEANED ONLY. The cost of dry cleaning is the individual cadet’s responsibility.

b. The light blue shirt and blouse may be machine laundered, DO NOT BLEACH. Light starch will give them a neat appearance. All uniform items will be cleaned prior to turn in.

c. BDUs should be laundered. Because ironing BDUs is a time consuming process that requires considerable skill, we suggest all cadets take their BDUs to their favorite cleaner, request medium starch, and ask for a military discount!

**16. UNIFORM TURN IN**

a.. All uniform items will be accounted for, turned in clean, on hangers, inside plastic bags with cleaning tickets still attached, ready for reissue. LOST ITEMS MUST BE PAID FOR BY THE CADET.

b. Fines for late turn in of uniform items may be $1.00 per school day up to the cost of the uniform deposit. Final report cards will not be released until all items, uniforms and books, are properly turned in or paid for.

**17. WEEKLY INSPECTION**

a. All AFJROTC cadets are required to wear their uniforms and be inspected normally once each week. Uniforms are worn all day except for Physical Education classes. During a Shop, Lab, or Art class, you are allowed to wear something that will cover your uniform. Exceptions to these rules will be made by the SASI/ASI. *Failure to wear the uniform all day will result in a zero for a grade.*

b. On inspection day, each cadet will be graded on proper wear of the uniform, personal grooming, military bearing, and customs and courtesies. There are a maximum of 100 points available for each scheduled inspection. The following chart indicates point values for inspection violation.

|  |  |
| --- | --- |
| ***UNIFORM DEMERITS*** | |
| **Discrepancy** | **Points Deducted** |
| No uniform (max points for a make-up grade is a “70”) | 100 |
| Hair | 5 |
| Shave/Sideburns (MALE) | 5 |
| Make-up/Nail Polish (FEMALE) | 5 |
| Jewelry | 5 |
| Name Tag Missing/ Improper Wear | 5 |
| \*Ribbons Missing/Improper Wear | 5 |
| Rank/Insignia Missing/Improper Wear | 5 |
| Buttons Missing/Unbuttoned | 5 |
| Hat Missing/Improper Wear | 5 |
| Gig Line | 5 |
| Protruding or Items in Pockets | 5 |
| Socks/Stockings Missing/Wrong Color | 5 |
| Shoes (Improper/Un-Shined) | 5 |
| Uniform Dirty/Unpressed | 5 |
| Missing T-Shirt/Improper Undergarments | 5 |
| Citation Cord | 5 |
| Strings | 5 |
| Mixed Uniform (Unauthorized Item) | 5 |
| Improper Position of Attention | 5 |
| Moving in Ranks/Military Bearing | 5 |
| Military Knowledge | 5 |

**Note 1**: Failure to wear the uniform two or more times during any six week period will result a failing grade and, if repeated, dismissal from the cadet corps.

**Note 2:** \*Ribbons should be grouped according to service with the order of precedence determined by the regulation of that service. Air Force JROTC ribbons will be worn ahead of other JROTC ribbons or awards.

**Note 3:** Badges or insignia from non-AFJROTC groups are not authorized on the AFROTC uniform except those specifically allowed in JROTC regulations.

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**CHAPTER SIX**

**UNIFORM REQUIREMENTS**

1. Shirts will be worn with the shirt-tail pulled down tightly in the pants and tucked in at the sides. The only creases on the shirt will be down the sleeves. Items will not be carried in the shirt pockets. The male short sleeve shirt may be worn with the collar open or with a necktie.

2. Uniform buttons will be buttoned at all times. Particular attention needs to be paid to the rear pocket button on the men’s trousers. The bottom of the trouser legs will touch the shoes in such a manner as to cause a slight break in the crease. The back of the trouser leg will be hemmed so as to be 7/8 of an inch longer than the front. It is not necessary to get permission to hem the trouser legs. (Note: Do not cut off excess material when you hem the uniform.) Cadets who cut the uniform may be required to purchase damaged uniform items.

3. The outside pocket of the service coat is for decorative purposes only; nothing should be carried in it. The service coat may be removed in the classroom if it becomes too warm. The necktie will not be removed or loosened even though the coat is removed. The coat will be donned and buttoned prior to leaving the classroom. The sleeves of the long sleeve shirt may be rolled up to protect them during lab type activities.

4. The semi-formal uniform consists of a plain collar long sleeve white shirt, worn with the blue service dress uniform. Normal insignia will be worn on the service coat. Medals may be worn with this uniform. No headgear will be worn.

5. The male flight cap (garrison cap) will be worn slightly to the right with the vertical crease of the cap at the center of the forehead in a straight line with the nose and approximately one (1) inch above the eyebrows. The crown is not crushed.

6. The female flight cap is worn in the same manner as the male cap except it may be one (1) to one and a half (1-1/2) inches above the eyebrows. Hair may show in the front of the cap.

7. The male belt is threaded through the loops of the trousers to the left and the female belt to the right. When buckled, only the metal on the tip of the belt should show. The adjustable belt clamp on the belt buckle is used to change the length of the belt. The excess material on the belt *should not be cut off.*

8. Shoes will be laced to the top, tied, and shined to a high gloss at all times. This includes the heel and sole.

9. Fatigues, flight-suits, or Battle Dress Utility (BDUs) are not official AFJROTC uniform issue items and therefore NO Air Force money is authorized to purchase or maintain BDUs. BDUs may be issued from Ryan High JROTC supply only if a cadet is authorized by the SASI/ASI to wear BDUs for special activities or qualifies to wear BDUs on exceptional cadet recognition day. The Ryan JROTC instructors will obtain as many used BDUs at no government expense as possible from military logistics sources. Our limited number of BDUs will be issued in the following priority order to cadets meeting grade/PT team requirements:

1. Cadets needing BDUs for a summer or extra-curricular activity that require them.
2. JROTC cadets in their fourth year of JROTC
3. JROTC cadets in their third year of JROTC
4. JROTC cadets in their second year of JROTC
5. JROTC cadets in their first year of JROTC and in an extra-curricular activity that requires BDUs

**Note:** BDUs are authorized for cadets attending a Summer Leadership School that requires BDU wear and by cadets that have earned the right to wear BDUs for one inspection day per month on Exceptional Cadet Recognition Day.

**10. EXCEPTIONAL CADET RECOGNITION DAY**

a. Exceptional Cadet Recognition Day is defined as the last uniform inspection week of each month during the school year, from September through April. If a qualified cadet cannot or does not wear BDUs on his/her designated last inspection days (Wednesday or Thursday) of the month, they cannot wear BDUs on a “make-up” day (other than the alternate Wednesday/Thursday of the designated week).

1. A cadet is qualified to wear BDUs on Exceptional Cadet Recognition Day if:

(1) They have successfully completed one year of AFJROTC in good standing with passing grades.

And

(2) They have been issued or purchased a set of BDUs and completely prepared them with all the proper name tags and patches.

And

(3) The cadet is an active member of the extra-curricular PT team

Or

d. The cadet has a 90% or greater overall grade in AFJROTC AND an overall 80% combined grade average at Ryan for the current or past six week grading period.

**CHAPTER SEVEN**

**CLOTHING AND EQUIPMENT ACCOUNTS**

1. Protecting government and school property is each cadet’s responsibility. All AFJROTC uniform items and books are loaned to you by the United States Air Force. These items remain the property of the Air Force and must be accounted for at all times.

2. At the time you are issued your uniform and equipment items, you will be required to sign an Issue Log and place you initials on each line for individual items. Each item then becomes your personal responsibility. If you lose it, or willfully or negligently destroy it, you will be required to pay for it.

3. One complete uniform with all accessories and insignia will be issued to each cadet. It is important to understand that all items, except for socks and PT gear must be properly turned in when a cadet leaves AFJROTC or at the end of the school year before the uniform deposit or the report card will be given to the cadet. **REMEMBER: The uniform must be PROFESSIONALLY DRY-CLEANED, on hangars, under plastic wrap, with cleaner’s tags still attached, and turned in ON TIME.**

4. To preclude unnecessary expense or delay for the cadet and to provide efficient turn-in of uniforms and equipment, the following suggestions are offered:

a. **DO NOT** leave uniform items in unlocked lockers, or unattended in other places at school.

b. **DO NOT** lend uniform items or insignia to other cadets or persons.

c. **DO NOT** permit another cadet or person to turn in or exchange your uniform or equipment items.

d. **DO NOT** carry your flight cap with your books. If it’s not on your head, then tuck it under your belt or waistband.

e. **DO NOT** place your AFJROTC equipment in the care of others. **IF YOUR ITEMS ARE LOST, YOU ARE RESPONSIBLE FOR PAYING FOR THEM.**

f. **DO** be alert for items that are lost or misplaced by another cadet. Return those items to the SASI/ASI.

5. Clothing items that become worn or unserviceable should be turned in as soon as possible. If the unserviceable condition is due to fair wear and tear from normal use, then the item will be replaced at no cost. Items of clothing that do not fit properly should be exchanged.

6. When a uniform or equipment item is lost, a second item will be issued**, but the cadet will be required to pay for all lost or stolen items.** When turning in, exchanging, or purchasing uniform items or equipment, deal only with the designated supply personnel or ASI.

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**CHAPTER EIGHT**

**SALUTING RULES**

1. The salute is a courteous exchange of military greeting the world over. Military personnel consider the salute as a respectful greeting between members and it is one of the oldest traditions binding military professionals together. You will be taught the proper manner of saluting and the rules which govern its use among the military services.

2. Saluting between cadets, cadet officers, and commissioned officers is required at all times when in uniform outdoors. If the rain can fall on your head, not blow, not leak, then you are outdoors. Under a porch or awning is considered indoors for saluting purposes.

3. The salute is rendered indoors only when cadets are reporting to cadet officers or the SASI/ASI. The proper sequence of “reporting in,” includes rendering the salute and the statement, “Sir/Ma’am, Cadet (last name) reports as ordered,” or other appropriate comment. The cadet holds the salute until it is returned or otherwise acknowledged by the officer. When the purpose of the report or meeting is completed, the cadet salutes again to report out. The officer will acknowledge the salute and the cadet will exit and leave.

4. The salute is never given or returned while running. The cadet will come to quick time (a walk), and render the salute when approximately six paces from the officer.

5. If a cadet observes the American Flag being raised or lowered while in uniform, they will come to attention and render the hand salute until the flag has reached the summit or base of the flagstaff. If the cadet is in civilian clothes, they will come to attention, remove headgear if worn, and place their right hand over their heart until the function is complete.

6. During the Pledge of Allegiance while in uniform, the cadet will stand at attention. When in civilian clothes, stand at attention and place the right hand over the heart.

7. When the cadet is outdoors in uniform and the National Anthem is played, the cadet will stand at attention, face the flag or music, and render the hand salute until the music stops.

8. If a cadet is late for a formation, they will approach the person in charge when the formation is at a halt, salute, and request permission to fall in.

9. Cadet officers and NCOs should correct saluting violations in a courteous manner when such violations are made by cadets junior to them.

10. When in uniform and both arms are full, only a verbal greeting, “Good morning, sir or ma’am”, or “Good afternoon, sir or ma’am” is required. The officer will acknowledge the verbal greeting in the same manner. No salute is exchanged.

11. The Ryan High School yard is a saluting/hat area. Saluting and headgear wear is mandatory during extra curricular activities and field trips as directed by SASI/ASI.

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**CHAPTER NINE**

**CO-CURRICULAR ACTIVITIES**

1. COLOR GUARD: The unit Color Guards present the National, State, and Air Force flags at school and community events and color guard competition. Distinctive uniform items are worn by the Color Guard. The Color Guard teams are open on a competitive basis to all cadets. This is one of the most visible positions in the unit and only the most professional cadets will be chosen to participate as Color Guard members.

2. DRILL TEAM: The unit Drill Team represents TX-093 Ryan High School at drill competitions and ceremonial functions. All cadets are eligible to compete for a position on the Drill Team. Drill Team practice is held several times each week, all year, so only the most dedicated should join.

1. **Saber Team**. Saber Team is a sub-grouping of Drill. All Saber Team members MUST be active members of the Drill Team in order to participate in Saber Team practice and/or competitions.
2. **Armed/Unarmed Drill Team.** Drill can also be broken down into Armed and Unarmed Regulation Teams, using official Air Force and Army regulations for drill maneuvers.
3. **Armed/Unarmed Exhibition Team.** Drill includes non-regulated drill, either with or without rifles or sabers. These teams will normally prepare/practice against the rules established be each individual competition host. These drill are held to strict timelines.

3. PHYSICAL FITNESS TEAM: Unit Physical Fitness Team members practice to develop enhanced individual physical fitness toward earning a physical fitness ribbon and compete against other area school’s physical fitness teams.

4. AWARENESS PRESENTATION TEAM (APT): The APT is formed to give presentations to elementary and middle schools to help younger students develop into good citizens and avoid self-defeating behavior patterns and chemical dependency. All cadets are eligible for membership on this team. Members are responsible for developing their materials and participating regularly in recurring presentations. Primary team members are awarded the AFJROTC Awareness Presentation Team Badge.

5. MODEL ROCKETRY TEAM: Unit members with an interest in learning more about rocketry and space science may join the Model Rocketry team. They will complete training programs, build and launch model rockets, and compete in area model rocketry competition. Team members can earn the AFJROTC Model Rocketry Badge.

6. MODEL AIRCRAFT TEAM: Unit members with an interest in building models of all types, plastic, wood, display, flying, etc., may join the Model Aircraft Team. Models are not limited to aircraft. Cadets compete in unit competition and then show their models in “show and tell” setting. Participation can lead to the award of the American Model’s Association Wings.

7. ORIENTEERING TEAM: Orienteering is the skill of finding your way through a series of checkpoints on an unfamiliar course using a map and a compass. Typically a course is set in a wilderness area and the participants are timed as they complete it.

8. FIELD TRIPS: Field trips are available to all cadets who maintain good standing in AFJROTC. These include trips to military bases, space flight facilities, museums, college campuses, airports, etc. The trips are designed to expand your knowledge about the aerospace environment in which we live. Cadets must have written parental/guardian approval to participate.

9. FLIGHT ORIENTATION PROGRAM: TX-093 is working to create a flight orientation program to introduce cadets to flight in military and civilian aircraft.

10. SOCIAL ACTIVITIES: TX-093 conducts various formal social events such as a Dining Out or Military Ball. In addition we have informal picnics and parties to help cadets become better acquainted with each other and have a good positive recreational experience. Dates are allowed at all unit social activities as specified by SASI/ASI. All official AFJROTC activities or meetings must be approved by the SASI/ASI.

11. FUND RAISING ACTIVITIES: TX-093 sponsors fund-raising activities to generate money to purchase special equipment and support field trips and social activities. Each cadet is expected to participate in fund raising if they take part in any activity that is supported by fund raising money.

12. KEEP DENTON BEAUTIFUL PROGRAM: Our unit is responsible for roadside clean-up of a one mile section of East McKinney be. All available students are expected to assist in this community service project.

**Note 1:** Cadets are expected to be in uniform for co-curricular projects unless instructed otherwise by the SASI or ASI. Proper military customs and courtesies, such as saluting (when appropriate) will be practiced.

**Note 2:** All AFJROTC sponsored events require parental/guardian approval and supervision by the SASI/ASI. When school-sponsored transportation is provided, cadets are expected to travel and return on the school-sponsored transportation. Exceptions to this rule require prior written approval by parents/guardians.

13. CYBERPATRIOT TEAM: ***CyberPatriot, the National High School Cyber Defense Competition;*** is sponsored by the Air Force Association in conjunction with the USAF. This national competition excites high school students and motivates them toward careers in cyber defense and other STEM disciplines, while instilling greater national cyber security awareness in the tens of thousands reached. Math/computer science is the STEM discipline with the greatest projected job growth, but it is also a discipline where we lose a large percentage of underrepresented persons and women in the leap from high school to college – *CyberPatriot* will change that. Moreover, educating this huge number of users annually to the basic elements of computer/network security is certain to increase the security of our national infrastructure. This year’s competition starts in October, completing in the spring.

14. ACADEMICS. We sponsor an **AF JROTC Academic Challenge Team,** assembling an Academic Competition Team.Each JROTC unit will be allowed one team consisting of **four cadets**, including two juniors, two sophomores. Freshman may “play up” in place of a sophomore. Seniors may not be included on the team. Two alternates (one sophomore and one junior) may be named in case a team member must drop out before the end of the competition. The alternates may participate in the online testing: however, if selected to participate in the final round in Washington, DC, only four team members will attend.

Instructors may assess each potential team member by grades, performance on the practice round, ability to work with a team and/or enthusiasm for the competition. The instructor has the final decision on the members of the team and may use the OPTIONAL Practice Round developed by the Foundation as a method of choosing team members. The Practice Round will consist of 25 questions similar to those questions in Level I and II. All cadets in the unit may take the Practice Round at an internet-accessible computer either in the classroom, at home, in the library or other location. The cadets should logon to [www.cofcontests.com](http://www.cofcontests.com), answer the questions and print out their scores to turn into the instructor. It is up to each instructor to review the scores and determine members of the team.

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###### CHAPTER TEN

**CADET PROMOTIONS**

1. Promotion provides challenge and motivation to the members of AFJROTC. This attention and interest is proper since the insignia of promotion reflects visible evidence of progression and standing among fellow cadets. It should be noted that the insignia of rank is evidence of growing maturity, the ability and willingness to accept additional responsibility, and a demonstrated growth of leadership.

2. Promotions in TX-093 are based on academic and leadership grades, testing, and demonstrated leadership abilities. Each cadet should understand how selections for command and staff positions are made to permit equal opportunity for advancement. The SASI may waive any of the requirements in this chapter based on the needs of the Corps.

Note: Cadets may advance no more than two grades per academic year via the Cadet Promotion Testing System. Promotions are normally held in early December and mid-April of each school year.

3. The TX-093 promotion system is patterned after the active Air Force and conforms to guidance provided by Headquarters AFJROTC. Some JROTC units use permanent and temporary grade promotions to mirror the promotion system of the reserve Air Force or older active duty systems. We do not. At TX-093, a cadet will wear only the rank he or she has earned and tested to and this may/may not correlate with the normal rank associated with the job position within the corps that the cadet has been assigned. This is the system currently used in the active duty Air Force. It is quite common in the active Air Force to find SSgts fulfilling the work responsibilities of an MSgt or a Major filling a position calling for a Captain, etc.

**Note:** see the Cadet Promotion Guide (a separate publication) for additional information.

4. The Unit Manning Document and Organizational Chart reflects a limited number of authorized leadership positions. To give as many cadets as possible the opportunity to experience an active leadership role, we may employ a semester rotation system. Rotation may be lateral, up, or down. Every cadet must understand and cooperate with the rotation system to obtain maximum leadership training. Each cadet is asked to give their successor the same degree of loyalty and respect they would expect for themselves. During your time in AFJROTC, you will experience both followership and leadership situations on an alternating basis, so stay flexible and responsive.

5. The following policies govern TX-093 appointments and promotions:

a. In November and April of each year, the unit Deputy Commander will distribute Unit Position Survey Forms to determine individual interests, goals, and desires. The completed surveys will be reviewed by the unit staff and a Promotion/Position Recommendation List will be submitted by the Unit Commander to the SASI and ASI for coordination and approval (Interim vacancies will be filled as they occur through a similar process). The approved Promotion/Staff Position List is published by the Personnel Officer with appropriate promotion orders. The following will be considered in selections.

(1) Individual desire/interest.

(2) Grade in school/years in JROTC.

(3) Current rank/position.

(4) Previous experience.

(5) Academic performance.

(6) Attitude/Conduct

(7) Professionalism/Maturity.

(8) Self-discipline.

(9) JROTC participation.

(10) Leadership ability.

b. To be eligible for appointment and to maintain a unit position, a cadet must possess at least a “C” GPA in all AFJROTC curriculum courses. They must also demonstrate an exceptional attitude, military bearing, and effective leadership potential to assume positions of higher responsibility.

c. All cadets will have a base grade according to the number of years of AFJROTC completed. The base grade is Cadet Airman for the first year of AFJROTC; Cadet Airmen First Class for the second year; Cadet Senior Airman for the third year; and Cadet Staff Sergeant for the fourth year of AFJROTC.

d. Cadet Officer and NCO positions are normally filled by third and fourth year JROTC cadets with second priority given to second year cadets. First year cadets will not normally be considered for cadet officer or cadet NCO positions. However, consideration is given for previous military studies experience, such as Civil Air Patrol and/or prior Junior ROTC rating.

e. The criteria used to select individuals to attend Summer Leadership School include, but are not limited to the following: desire to attend the designated school, academic grades, inspection grades, promotion testing scores, fitness examination scores, participation in community service activities, fund raisers, and a commitment to participate as a cadet in the JROTC program the following school year.

6. CADET OFFICER BOARD. Only a select number of cadets will be promoted to officer grade. The officer corps will be comprised of those cadets with a demonstrated interest in AFJROTC as indicated by grades, demonstrated leadership abilities, and successful completion of the following criteria.

a. Be a Cadet Master Sergeant (or higher) and be approved by a Cadet Officer Board (normally chaired by the Cadet Group Commander along with the Vice Commander and Chief of Staff). For example, if we have four positions for fill, the top four cadets that have been approved by the board will be promoted. The cadet must not be currently failing a subject nor have failed a semester grade in the semester prior to the test. The board will be convened on an “as needed” basis by the SASI.

Note: the SASI has final approval authority for all officer promotions.

b. To become an AFJROTC officer, a vacancy must exist in the area the cadet has some skill or expertise. Before promotion, the cadet must be recommended by his/her Flight Leader and the Corps Commander. The final decision is made by the SASI.

c. The new cadet officer must take the Cadet Appointment and Oath of Office.

*“I \_\_\_\_\_\_ hereby accept appointment as a cadet officer in the Junior Reserve Officer Training Corps, with full knowledge of the responsibilities attached to this position. I will live by and uphold the Cadet Honor Code. I will always seek integrity first, service before self, and excellence in all I do. I will perform the duties of my office, accept responsibility and conduct myself as an officer at all times. I further understand that I must continue throughout the school year to demonstrate my ability to hold the office to which I have been appointed.”*

7. Again, we stress that the number of advanced positions of leadership are limited. There is only one Chief of Staff of the Air Force; likewise, there can be only one Group Commander at Ryan High School. All of the other roles and duties within the unit, however, are just as important in accomplishing our mission.

8. As in the active Air Force, evaluation and promotion is based upon a number of factors. The Air Force calls this the “WHOLE PERSON” concept. Consideration is given to each of the following qualities:

a. Academic Leadership: How well does the cadet perform on homework, quizzes, examinations, class projects, and class presentations? Are assignments completed on time and in a thorough manner?

b. Organizational Leadership: How well does the cadet function in positions of leadership in the organization? Has the cadet earned the respect of subordinates? Does the cadet give proper consideration for subordinates?

c. Co-curricular Activity Leadership: To what degree does the cadet carry interest and enthusiasm beyond the classroom? Does the cadet demonstrate excellence in a number of outside team activities?

d. Responsibility: There are many ways in which a cadet can reflect responsibility. The most evident measures of responsibility for AFJROTC evaluation purposes are the following:

(1) Promptness in arriving for classes or formations.

(2) Degree to which the cadet is prepared to respond to assignments/problems related to the development of leadership.

(3) Manner in which the cadet takes responsibility for their actions.

e. Service: How active is the Cadet concerning service to the community, school, church, and the cadet organization?

f. Organizational Support: To what degree does the cadet perform duties above and beyond those required in normal unit operations?

9. Demotion of Cadet Officers and NCOs: Cadet officers and NCOs may be reduced in rank prior to completion of their TOUR OF DUTY for CAUSE. Reasons for demotion include but are not limited to:

a. Failure to maintain a passing grade in AFJROTC.

b. Failure to satisfactorily perform duties as outlined in the cadet guide job descriptions.

c. Failure to satisfactorily perform additional duties as assigned by the SASI, ASI, or Unit Commander.

d. Failure to maintain the additional standards of professionalism as expected for a cadet officer or NCO (such as unsatisfactory uniform wear).

10. Promotion Requirements:

a. A system for each cadet to progress through the enlisted cadet ranks from Cadet Airman Basic to Cadet Chief Master Sergeant is outlined below. For officer promotions, a cadet must hold at least the rank of MSgt; all officer candidates will be screened by the Grp/CC and SASI/ASI before being allowed to test for promotion. A listing of the requirements for each grade is posted here. We will conduct three standard promotion boards each school year in addition to Wing and Feathers and Field Promotions

b. **Standard Promotion**:

1. Every cadet applying for promotion must be prepared to demonstrate all criteria outlined in the standard promotion system guide.

2. Every cadet applying for promotion to a rank of Cadet Staff Sergeant and above must attend the cadet evaluation board for an interview.

3. Cadets applying for promotion to a rank below Cadet Staff Sergeant do not meet a promotion board and will direct their efforts toward their flight commander.

4. Cadets must submit a TX-093 Form 2 to their flight commander for promotion consideration. Flight Commanders will forward this form to their associated squadron commander for cadets seeking Staff Sergeant rank and above.

c. **Field Promotion:**

Field Promotions are issued directly by the SASI or ASI for outstanding performance by a cadet going beyond the call of duty.

11. Cadet Promotion Board: A cadet promotion board will be convened by the GRP/CC two times per year. The promotion board will consist of up to four members (as determined by the GRP/CC):

a. Chairperson (as determined by the Grp/CC): This cadet will ask one question regarding accomplishments in the corps and reasons for promotion. This cadet will also be the presiding officer over the board and is responsible for the discipline/conduct of board members and the board’s overall standardization.

b. Officer: This cadet will ask all knowledge questions and review all requirements for cadets testing for any NCO rank above Cadet Technical Sergeant.

c. Inspection NCO: This cadet will inspect the testing cadet’s uniform and ask any questions necessary regarding the current uniform wear. When inspecting, the NCO should take into consideration the worst uniform of the board members (i.e.: If the Chairperson has scuffed shoes, then the cadet testing will not be marked down for scuffed shoes.)

d. Drill NCO: This cadet will evaluate all drill evaluation maneuvers required for promotion. This cadet is responsible to have a small cadre of cadets available for drill command evaluation.

e. Standard promotion System Guide

This chart outlines the mandatory requirements that must be met before the cadets are eligible for a standard promotion. The cadet must submit a completed Request for Promotion (Form 2) to the promotion board (or Flight Commander for all promotions up to and including Cadet Senior Airmen) once all requirements have been completed if they desire consideration.

|  |  |  |
| --- | --- | --- |
| **RANK** | **TIG** | REQUIREMENTS |
| ALL CADETS | 6 Weeks | Memorize the Honor Code, Preamble to the Constitution and the Pledge of Allegiance. |
| CADET AIRMAN | 6 Weeks | Identify (1) Birthday of the Air Force (2) 1st and present Secretary of the Air Force (3) 1st and present Air Force Chief of Staff (4) 1st and present Chief Master Sergeant of the Air Force. Demonstrate a proper salute. Pass one uniform inspection. |
| CADET AIRMAN FIRST CLASS | 6 Weeks | Demonstrate knowledge of all cadet and Air Force Insignias. Perform all stationary drill movements. Obtain a “C” or better in AFJROTC. |
| CADET SENIOR AIRMAN | 6 Weeks | Demonstrate knowledge of Courtesies to the Flag of the United States. . Instruct a cadet on performing a proper salute and when they are required. Present a speech on leadership (2 minutes minimum). Obtain a “C” or better in AFJROTC. |
| CADET STAFF SERGEANT | 9 Weeks | Demonstrate knowledge of all AF Major Commands and their locations. Command another Cadet on all stationary drill movements. Have participated in at least one co-curricular, fundraiser, or JROTC community service activity. Obtain a “C” or better in AFJROTC. |
| CADET TECHNICAL SERGEANT | 9 Weeks | Command a flight through the 30 basic movement commands. Give a presentation on admission requirements for college ROTC scholarships and the advantages of completing 3 years in AFJROTC. Obtain a “C” or better in AFJROTC. |
| CADET MASTER SERGEANT | 9 Weeks | Lead a group of cadets in raising the flag, lowering the flag, and demonstrate the correct method of folding the United States Flag. Give a presentation on acquiring an appointment to all service academies. Obtain a “B” or better in AFJROTC and have passed all courses the last 6-week period. |
| CADET SENIOR MASTER SERGEANT | 9 Weeks | Demonstrate knowledge of all job descriptions for all positions in TX-093. Plan and lead a group of cadets through a fundraiser, community service event, or a co-curricular event. (This can include activities like being the designated “captain” for a competition or organizing a KDB clean-up) Obtain a “B” or better in AFJROTC and have passed all courses the last 6-week period. |
| CADET CHIEF MASTER SERGEANT | 9 Weeks | Demonstrate knowledge of the entire chain of command from the Air Force to TX-093. Submit a typed paper of not less than 250 words on leadership. Spelling and grammar will be graded. Must be in your own words, not copied. Obtain a “B” or better in AFJROTC and have passed all courses in the last 6-week period. |

**CHAPTER ELEVEN**

ORGANIZATION OF THE TEXAS-093 AFJROTC CADET CORPS

1. The organizational chart shown in attachment 1 (page 68) indicates how the cadet corps is organized. Organizational charts break the functions of the unit down into specialized tasks. The responsibilities associated with each task are found in the corresponding job descriptions in Chapter 12. Each cadet should study all job descriptions to gain a more complete understanding of jobs as they relate to the total mission.

2. The organizational chart reflects a “Chain-of-Command” by a solid line connecting the functions or positions. Information, guidance, and decisions flow down the chain of command in oral and written instructions. Information and recommendations also flow up the chain of command. Information flow and coordination between lateral functions is also necessary for efficient staff functioning. Unless there is a free communication flow throughout the organization, the unit will quickly become ineffective. The Corps Commander, the Senior ASI and the ASI have an “open door” policy, meaning, if a cadet has a sensitive issue or feels it is inappropriate to use their chain of command, a cadet may address a concern directly with them without using their normal chain-of-command.

3. Authorized leadership positions are shown in the Unit Manning Document found in this chapter. Cadets must learn the duties and responsibilities of assigned positions. Promotion up the chain of command will be based on job performance and potential for more responsibility.

**UNIT MANNING DOCUMENT**

**AFJROTC/TX-093**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| POS | **POSITION TITLE** | | **MAX** | | **NO.** | **OFFICE** |
| **NO.** |  | | **AUTH** | | **AUTH.** | **SYMBOL** |
|  |  | | **GRADE** | |  |  |
|  | AIDE TO SASI/ASI | LT COL | | 2 | | SASI |
|  |  |  | |  | |  |
| A1 | **GROUP COMMANDER** | COL | | 1 | | GRP/CC |
| A2 | DEP GROUP CC | LT COL | | 1 | | GRP/CV |
| A3 | CHIEF OF STAFF | MAJ | | 1 | | GRP/CCE |
| A4 | COMMAND CHIEF | CMSGT | | 1 | | GRP/CCF |
| A9 | COMMAND 1st SGT | CMSGT | | 1 | | GRP/CCS |
| A10 | PUBLIC AFFAIRS OFFICER | 1LT | | 1 | | GRP/PA |
| A11 | GROUP CHAPLAIN | 1LT | | 1 | | GRP/HC |
| A12 | GROUP SAFETY OFFICER | 1LT | | 1 | | GRP/SE |
| A13 | GROUP SPECIAL PROJECTS | MAJ | | 1 | | GRP/SP |
|  | OFFICER |  | |  | |  |
| B1 | **OPERATIONS SQ CC** | CAPT | | 1 | | OPS/CC |
| B2 | COLOR GUARD CC | 1LT | | 1 | | OPS/CG |
| B3 | COLOR GUARD NCOIC | TSGT | | 1 | | OPS CG |
| B4 | DRILL TEAM CC | 1LT | | 1 | | OPS/DT |
| B5 | DRILL TEAM NCOIC | TSGT | | 1 | | OPS/DT |
| B6 | APT CC | 1LT | | 1 | | OPS/AT |
| B7 | APT NCOIC | TSGT | | 1 | | OPS/AT |
| B8 | ORIENTEERING CC | 1LT | | 1 | | OPS/OR |
| B9 | ORIENTEERING NCOIC | TSGT | | 1 | | OPS/OR |
| B10 | PT TEAM CC | 1LT | | 1 | | OPS/SO |
| B11 | PT TEAM NCOIC | TSGT | | 1 | | OPS/SO |
| B12 | ROCKETRY CC | 1LT | | 1 | | OPS/MA |
| B13 | ROCKETRY NCOIC | | TSGT | | 1 | OPS/MA |
| B14 | CYBERPATRIOT CC | | 1LT | | 1 | OPS/SC |
| B15 | CYBERPATRIOT NCOIC | | TSGT | | 1 | OPS/SC |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| POS | **POSITION TITLE** | | **MAX** | **NO.** | **OFFICE** |
| **NO.** |  | | **AUTH** | **AUTH.** | **SYMBOL** |
|  |  | | **GRADE** |  |  |
| C1 | **SUPPORT SQ CDR** | CAPT | | 1 | SS/CC |
| C2 | LOGISTICS OFFICER | 1LT | | 1 | SS/LG |
| C3 | LOGISTICS NCOIC | MSGT | | 1 | SS/LG |
| C4 | LOGISTICS NCO | SSGT | | 1 | SS/LG |
| C5 | MWR OFFICER | 1LT | | 1 | SS/MWR |
| C6 | MWR NCOIC | TSGT | | 1 | SS/MWR |
| C7 | PERSONNEL OFFICER | 1LT | | 1 | SS/PE |
| C8 | PERSONNEL NCOIC | TSGT | | 1 | SS/PE |
| C9 | INFO MGT OFFICER | 1LT | | 1 | SS/IM |
| C10 | INFO MGT NCOIC | TSGT | | 1 | SS/IM |
| C11 | RECRUITING OFFICER | 1LT | | 1 | SS/RE |
| C12 | RECRUITING NCOIC | TSGT | | 1 | SS/RE |
| C13 | LINGUIST | CMSGT | | 1 | SS/LI |
| D1 | **TRAINING SQ CDR** | CAPT | | 1 | TNG/CC |
| D2 | A FLT CDR | MSgt | | 1 | TNG/A |
| D3 | A FLT NCOIC | SSGT | | 1 | TNG/A |
| D4 | B FLT CDR | MSgt | | 1 | TNG/B |
| D5 | B FLT NCOIC | SSGT | | 1 | TNG/B |
| D6 | C FLT CDR | MSgt | | 1 | TNG/C |
| D7 | C FLT NCOIC | SSGT | | 1 | TNG/C |
| D8 | D FLT CDR | MSgt | | 1 | TNG/D |
| D9 | D FLT NCOIC | SSGT | | 1 | TNG/D |
| D10 | E FLT CDR | MSgt | | 1 | TNG/E |
| D11 | E FLT NCOIC | SSGT | | 1 | TNG/E |
| D12 | F FLT CDR | MSgt | | 1 | TNG/F |
| D13 | F FLT NCOIC | SSGT | | 1 | TNG/F |
|  |  | |  |  |  |

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**CHAPTER TWELVE**

**JOB DESCRIPTIONS**

As with the active Air Force, responsibilities and duties increase with grade and rank. Each cadet is expected to prepare for assuming additional responsibilities in order to accept higher positions. The following job descriptions outline the major duties of each leadership position contained in the Unit Manning Document.

1. CADET AIDE-TO-THE-SASI/ASI (AASI). Authorized Grade: c/Lt Col. Is a member of the Group Staff? This is an important position and is given only to select experienced, trusted individuals by the SASI/ASI. Aides attend unit staff meetings as an advisor and will assist the unit commander when so requested. The Aide-to-the-SASI/ASI is responsible for:

a. Advising and assisting the SASI and ASI on cadet activities, organization, and personnel.

b. Assisting any cadet who voices a concern regarding regulations, procedures, or other unit functions.

c. Other duties as assigned by the SASI/ASI.

2. CADET CORPS (GROUP) COMMANDER (GRP/CC). Authorized Grade: c/ Colonel. Supervises the Deputy Group Commander, Chief of Staff, all Squadron Commanders, the Senior Enlisted Advisor and First Sgt. Responsible for:

a. Command and control of the Corps.

b. The appearance, discipline, efficiency, training, and conduct of the corps.

c. The accomplishment of the Academic and Leadership Training Programs and any mission objectives as outlined by the SASI and ASI.

d. Ensuring all members of the cadet corps has the opportunity to develop leadership commensurate with their individual abilities.

e. Administering cadet corps activities according to Ryan High School and Air Force principles and procedures.

f. Directing the cadet promotion system, publishing cadet policy, and directing training as necessary to insure fair, equitable, and timely promotion consideration for each member of the cadet corps.

g. Conducting staff meetings for the improvement of the cadet corps activities.

h. Other duties as assigned by the SASI/ASI.

3. CADET DEPUTY COMMANDER (GRP/CD). Auth. Grade: c/Lt Col. Is a member of the Group Staff. Responsible for:

a. Assuming command of the unit in the absence of the Corps Commander as directed by the SASI/ASI.

b. Assisting the Cadet Corps Commander as requested by the Commander and directed by the SASI/ASI.

c. Coordinating the unit staff meeting agenda with the Chief of Staff.

d. Assisting the SASI/ASI as required.

e. Establishing special committees and monitoring their progress.

f. Keeping the Corp Commander informed of all Cadet activities.

g. Assisting all staff officers on matters pertaining to their work.

h. Other duties as assigned by the Group Commander or SASI/ASI.

4. CADET COMMAND CHIEF (GRP/CCF) Auth. Grade: c/CMSgt. Is one of two enlisted members of the Group Staff? Although not involved in direct supervision, this position requires extensive management of the enlisted corps. This is a highly prestigious and selective position. Responsible for:

a. Providing recommendations to the Chief of Staff based on inputs from all the cadets and acts as liaison between the corps and the Group Staff.

b. Advising the SASI, ASI, and Group Commander of possible problems with the Corps and suggesting possible solutions.

c. Advising the SASI, ASI, and Group Commander on policies concerning awards, morale, merits, and demerits program.

d. Coordinates all Parades.

e. Make monthly contacts with the Group First Sergeant and all Flight Sergeants.

1. Other duties as assigned by the Group Commander or SASI/ASI.

5. GROUP FIRST SERGEANT (/CCS). Auth. Grade c/CMSgt. Although not involved in direct supervision, this position requires management and leadership experience. Similar to the Senior Enlisted Advisor, this is a highly prestigious and selective position. Is a member of Group staff, Responsible for?

a. Keeping the Group Cdr informed on matters of drill, uniform wear, and conduct of cadets.

b. Updating information to the corps on AFJROTC regulations concerning uniform wear and care and standards of conduct, customs, and courtesies.

c. Maintaining a high degree of personal military bearing and appearance. Serves as an example for the Cadet Corps.

d. Monitoring compliance of AFJROTC regulations on uniform wear and care and standards of conduct, customs, and courtesies.

e. Other duties as assigned by the Group Commander or the SASI/ASI.

6. CHIEF OF STAFF OFFICER (GRP/CCS). Auth Grade: c/Maj. Is a member of the Group Staff. Supervises Accounting and Finance Officer, Public Affairs Officer, Historian, Chaplain, and Safety Officer. Responsible for:

a. Assuming command of the Group in the absence of the Group Cdr and the Deputy Group Cdr

b. Planning and coordinating AFJROTC co-curricular activities.

c. Short and long range planning of all scheduled activities

d. Ensuring appropriate school policies are complied with during scheduled cadet activities.

e. Coordinating the weekly publication and posting of the Unit Operations Orders to include all known scheduled activities and uniform requirements. Ops orders will normally be posted on the Unit bulletin board.

f. Coordinates promotion testing for the ranks of SSgt to Chief Master Sgt.

g. Ensures cadets are informed on procedures for tracking cadet points earned for Letter Jackets.

h. Other duties as assigned by the SASI/ASI.

7. GROUP PUBLIC AFFAIRS OFFICER (GRP/PA). Auth. Grade: C/1Lt. Is a member of the Group Staff. Supervises the Public Affairs NCOIC. Responsible for:

a. Coordinating all matters of AFJROTC publicity with the Group Commander and the SASI/ASI.

b. Coordinating with the school newspaper staff and the yearbook staff regarding AFJROTC publicity.

c. Preparing appropriate publicity as follows:

(1) Publishes the Unit Newsletter.

(2) Prepares news releases for school and community publications.

(3) Coordinating a photographic/video record of unit activities; maintaining a unit photo album/scrapbook.

(4) Preparing a briefing with graphic/slide support to tell the AFJROTC TX-093 story.

(5) Maintaining an attractive and current display in the Unit display case.

d. Other duties as assigned by the unit commander or the SASI/ASI.

8. GROUP CHAPLAIN (GRP/HC). Auth. Grade: c/1Lt. Is a member of the Group Staff? Responsible for:

a. Morale and welfare of members of the cadet corps and recommending solutions to problems concerning morale and welfare issues to the Group Commander.

b. Delivering inspirational service as required for Dining-Outs and other corps activities.

c. Posting an inspirational/motivational phrase in the classroom each week.

d. Other duties as assigned by the Group Commander or SASI/ASI.

9. GROUP SAFETY OFFICER (GRP/SE). Auth. Grade: c/1Lt. Is a member of the Group Staff. Responsible for:

a. Conducting a weekly safety inspection of all cadet facilities.

b. Reporting all safety violations or findings to the Group Commander or SASI/ASI and providing recommendations for correcting safety related problems.

c. Write and conduct safety briefings, as required.

d. Other duties as assigned by the Group Commander or SASI/ASI.

10. OPERATIONS SQUADRON COMMANDER (OPS/CC). Auth. Grade: c/Capt. Is a member of the Group Staff. Supervises the following Commanders: Color Guard, Drill Team, Rocket Team, Awareness Presentation Team, Orienteering, Special Ops, Saber Team, Model Aircraft Team, and Kitty Hawk Team.

11. COLOR GUARD COMMANDER (OPS/CG). Auth. Grade: c/1Lt. Supervises the Color Guard NCOIC. Responsible for:

a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements.

c. Training and educating team members as to the team’s objectives, procedures, and requirements.

d. Leading the team drill, ceremonial functions, and competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team’s activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

12. DRILL TEAM COMMANDER (OPS/DT). Auth. Grade: c/1Lt. Supervises the Drill Team NCOIC.

Note: for this school year, we will have four separate drill groups: basic drill (armed and unarmed), exhibition drill (armed and unarmed), and saber.

Responsible for:

a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements.

c. Training and educating team members as to the team’s objectives, procedures, and requirements.

d. Leading the team drill, ceremonial functions, and competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team’s activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

13. ROCKETRY TEAM COMMANDER (OPS/RT). Auth. Grade: c/1Lt. Supervises the Rocket Team NCOIC. Responsible for:

a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements.

c. Training and educating team members as to the team’s objectives, procedures, and requirements.

d. Leading the team in preparation for competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team’s activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

14. AWARENESS PRESENTATION TEAM (APT) COMMANDER (OPS/AT). Auth. Grade: c/1Lt. Supervises the APT NCOIC. Responsible for:

a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements.

c. Training and educating team members as to the team’s objectives, procedures, and requirements.

d. Scheduling Team for all presentations. Keep SASI/ASI informed of awareness presentation opportunities in the area.

e. Informing the Recruiting Officer of all presentations.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

15. ORIENTEERING TEAM COMMANDER (OPS/OT). Auth. Grade: c/1Lt. Supervises the Orienteering Team NCOIC. Responsible for:

a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements.

c. Training and educating team members as to the team’s objectives, procedures, and requirements.

d. Leading the team in competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team’s activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

16. PHYSICAL FITNESS TEAM COMMANDER (OPS/SO). Auth. Grade: c/1Lt. Supervises the Physical Fitness Team NCOIC. Responsible for:

a. Coordinating closely with the Operations Squadron Commander on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements.

c. Training and educating team members as to the team’s objectives, procedures, and requirements.

d. Leading the team in competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team’s activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

1. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

17. CYBERPATRIOT TEAM COMMANDER (OPS/SC) Auth. Grade: c/1Lt. Supervises the CyberPatriot Team. Responsible for:

a. Coordinating closely with the Operations Squadron Cdr on all team activities to include membership, training, attendance, participation, equipment, competitions, and team member credit toward ribbons and other awards.

b. Recruiting eligible cadets for team membership who meet Unit academic and leadership requirements.

c. Training and educating team members as to the team’s objectives, procedures, and requirements.

d. Leading the team in competition as required.

e. Care and upkeep of all team equipment to include a written inventory and cleaning required to meet the team’s activity schedule.

f. Enforcing guidelines specified in each team operating instructions stressing attendance and participation.

g. Other duties as assigned by the Operations Squadron Cdr and the SASI/ASI.

18. SUPPORT SQUADRON COMMANDER (SS/CC). Auth. Grade: c/Capt. Is a member of the Group Staff. Supervises the following Officers: Logistics, MWR, Personnel, Recruiting, and Information Management. Works closely with the ASI as assistant to the Military Property Custodian (MPC). Responsible for:

a. Organizing and coordinating all Logistical, Morale/Welfare/Recreation, Recruiting, and Informational activities.

b. Ensuring the Group Commander is advised and kept current on all Logistical and Supply problem areas.

c. Ensuring all cadet support group activities are conducted in accordance with current regulations, directives, policies, and procedures.

d. Establishing a training program to ensure all staff positions are filled with knowledgeable and motivated individuals.

e. Assisting the Group Commander and SASI/ASI as directed.

19. LOGISTICS OFFICER (SS/LG). Auth. Grade: c/1Lt. Supervises the Logistics NCOIC and the Logistics NCO. Responsible for:

a. Assisting the ASI in maintaining supply records in accordance with all AFROTC Regulations.

b. Assisting the ASI in the issue, receipt, and accounting of all items of uniform, textbooks, equipment, and supplies related to the operation of the unit.

c. Organizing and supervising the maintenance, repair, and cleaning of AFJROTC facilities, uniforms, equipment, and supplies.

d. Assisting the SASI/ASI in inventories as required.

e. Providing guidance on proper supply discipline.

f. Other duties as assigned by the Support Squadron Cdr, Grp CDR, or the SASI/ASI.

20. INFORMATION MANAGEMENT (IM) OFFICER (SS/IM). Auth. Grade: c/1Lt. Supervises IM staff. Although not a member of the Group Staff, the officer (or a member of the IM staff) should attend Group staff Meetings. Responsible for:

a. Ensuring proper maintenance of administrative and personnel file.

b. Authenticating, publishing, distributing, posting, and filing all unit publications, special orders, regulations, etc.

c. Publishing, and distributing agendas and meeting minutes.

d. Maintaining the unit roster, administration files, special orders, and the Unit Commander’s Policies Letters.

e. Maintaining the Cadet Reference Library and magazine collection.

f. Publishing promotion orders, special orders, and operating instructions (OI's) (Orders requests will be received from Personnel Officer.

g. Other duties as assigned by the Support Squadron Cdr, Grp CDR, or the SASI/ASI.

21. PERSONNEL OFFICER (SS/PE). Auth. Grade: c/1Lt. Supervises the Personnel NCOIC. Responsible for:

a. Filing and maintenance of Cadet Personnel Records.

b. Maintaining the Unit Organizational Chart and the Unit Manning Document (UMD).

c. Monitoring cadet participation in co-curricular activities for award credit.

d. Supervising the update of cadet personnel records in CIMS.

e. Maintaining and keeping current the Unit’s Cadet Academic Records.

f. Publishing a Cadet Directory.

g. Requesting the publishing of special orders pertaining to promotion and assignment of cadets from the Information Management Officer.

h. Assisting the Chief of Staff in tracking cadet points earned for Letter Jackets.

i. Other duties as assigned by the Support Squadron Cdr, Grp Cdr, or the SASI/ASI.

22. RECRUITING OFFICER (SS/RC). Auth. Grade: c/1Lt. Supervises the Recruiting NCOIC. Responsible for:

a. Planning, organizing, and implementing a recruiting program for qualified/motivated Ryan High School students and the surrounding middle and elementary schools.

b. Working with the Public Affairs officer to maintain the unit display case in an attractive state.

c. Tracking and coordinating the award of the AFJROTC recruiting ribbon to qualified cadets.

d. Coordinating efforts with the unit Awareness Presentation Team.

e. Other duties as assigned by the Support Squadron Cdr, Grp Cdr, or the SASI/ASI.

23. MWR OFFICER (SS/MWR). Auth. Grade: c/1Lt. Supervises the Services NCOIC. Responsible for:

a. Working closely with SASI/ASI concerning social facility needs.

b. Maintaining a Social Calendar, to include birthdays, Military Ball, Awards Banquet, etc.

c. A permanent board member for all Social Committees.

d. Assists all Social Committees on matters of etiquette and protocol.

e. Plans, coordinates, and organizes all social gatherings. Ensures SASI/ASI approves all official cadet gatherings.

1. Other duties as assigned by the Support Squadron Cdr, Grp Cdr, or the SASI/ASI.

24. LINGUIST (SS/LI). Auth. Grade: c/CMSgt. Provides translation services in a variety of forms, including:

a. Translating during parent and SASI/ASI meetings as well as official school meetings (for example PTA).

b. Establishes a cultural and language training program for other JROTC cadets.

c. Works with the SASI and school Language Manager, develops and integrates language training materials, technologies, and methods into existing JROTC training programs.

25. TRAINING SQUADRON COMMANDER (TS/CC) Auth. Grade: c/Capt. Is a member of the Group Staff. Supervises all Flight Commanders and their activities. Works closely with the SASI and the ASI for monitoring cadet performance in individual flights. Also responsible for:

a. Instruction and scheduling for flight promotions.

b. Ensuring the Group Commander is advised and kept current on flight (A/B/C/D/E/F/G) performance trends.

c. Assisting the Group Commander and SASI/ASI as directed.

26. FLIGHT COMMANDER. (FLT/CC). Auth. Grade c/MSgt. Supervises the Flight Sergeant. Responsible for:

a. The appearance, discipline, and training of their flight members.

b. Acting as Liaison/Advisor to the SASI/ASI on matters pertaining to the flight.

c. Leading and directing the flight at all unit functions.

d. Forming up the daily class for Aerospace Science/Leadership education.

e. Providing documentation to the Squadron Commander and SASI/ASI for identified problems in discipline, attitude, and grades that detract from the overall completion of flight responsibilities.

f. Administering the flight portion of the cadet promotion and awards system, i.e., evaluations, surveys, recommendations, etc.

g. Keeping the Flight informed of all unit activities which will affect flight members.

h. Other duties as assigned by the Training Squadron Cdr or the SASI/ASI.

27. FLIGHT SERGEANT. (FLT/SGT). Auth. Grade c/SSgt. Supervises the Flight Guide and Element Leaders. Responsible for:

a. Preparing the Flight for inspection.

b. Assisting the Flight Commander as required, assuming their position in their absence.

c. Maintaining current flight rosters.

d. Maintaining order and discipline at all times.

e. Assisting in the training of the flight member.

f. Other duties as assigned by the Flight Cdr or the SASI/ASI.

27. FLIGHT GUIDE. (FLT/GD). Auth. Grade c/SRA.

a. Acts as Flight Sergeant in their absence.

b. Performs guide duties during flight drill.

c. Other duties as assigned by the Flight Cdr, Flight Sergeant, or the SASI/ASI.

28. ELEMENT LEADER. (FLT/EL). Auth. Grade c/A1C. Responsible for:

a. Keeping the Flight Commander informed on matters of drill, uniform wear, and conduct of cadets.

b. Leading the element in classroom and during Aerospace Science/Leadership education.

c. Assists the Flight Commander and Flight Sergeant during roll call and keeping track of individual cadets.

d. Assists cadets in their element with classroom and uniform supply items.

e. Other duties as assigned by the Flight Cdr or the SASI/ASI.

30. CO-CURRICULAR COMMITTEE TEAM CHAIRPERSON. Auth Grade: C/Major. This is a temporary position. Recommended individual(s) for these positions will be made by the Group Commander (or designated committee) and final selection will be made by the SASI/ASI. Leaders will be assigned based on needs of the corps (i.e., Military Ball, Awards Ceremonies, Dinning In, Dinning Out, etc.). Since this position is an appointed position, it will no not be included in the Unit Manning Document. Individuals may apply for this position as candidate(s) are announced by the SAIS/ASI. Responsible for:

a Planning and organizing events.

b. Conducting committee planning meetings.

c. Requesting needed equipment, locations, and materials from SASI/ASI.

d. Gathering information from vendors.

e. Gaining approval from ASI/SASI for actions recommended by committee.

f. Conducting cadet surveys and tabulating results.

g. Other duties as assigned by the Group Cdr and the SASI/ASI.

**CHAPTER THIRTEEN**

**AWARDS AND DECORATIONS**

A number of distinctive awards are authorized for the AFJROTC cadets to recognize outstanding performance in academics and leadership, of the specific display of valor. Medals, ribbons, badges, and certificates are awarded in accordance with AFROTC publications in the following categories:

**Note 1:** National Awards are determined based on recommendations from a committee chaired by the Group Commander (committee makeup is determined by the Group Commander). In turn, the Group Commander forwards award recommendations to the SASI for final disposition, understanding that the SASI may make adjustments depending on the award and the nominee.

**Note 2:** Senior/IV Year Corps members are responsible for coordinating all details for the annual awards ceremony in May of each school year. Normally, this includes announcing each award, designing the event program, coordinating the event with the school and the Parent’s Group, etc.

**Note 3:** Medals and ribbons MAY be worn simultaneously for formal, semi-formal, and/or special occasions of a limited nature (as specified by the SASI). Place medals on the mounting rack in the proper order of precedence. The top row of medals should be positioned ½ inch below the bottom row of ribbons. Refer to AFI 36-2903 for instructions on stacking multiple medals, and wear of devices on ribbons and medals. The **ROUTINE WEAR** of both medals and ribbons is **PROHIBITED**.

**Note 4:** Air Force JROTC cadets are authorized to wear ribbons previously earned in other service JROTC programs (Army, Navy, Marine). See the ASI for additional instructions for these ribbons.

**1. NATIONAL AWARDS:** Presented to cadets selected by a representative of the national organization giving the award or the SASI/ASI and approved by the principal. Order of Precedence and normal award criteria are listed below.

a. **Air Force ROTC Valor** Award (Gold) - awarded to cadets for voluntary acts of self-sacrifice and personal bravery involving conspicuous risk of life above and beyond the call of duty.

b. **Air Force ROTC Valor Award** (Silver) - awarded to cadets for a voluntary act of heroism which does not meet the risk-of-life requirement of the Gold Valor Award.

c. **Cadet Humanitarian Award** - awarded to cadets for humanitarian acts involving actions above and beyond the call of duty.

d. **Community Service with Excellence Award**. It is intended to recognize individual cadets who provide significant leadership in the planning, organizing, directing, and execution of a major unit community service project that greatly benefits the local community. This award is given to key leaders of the project (as opposed to participants).

e. **Air Force Association Award** - awarded annually to an outstanding third-year cadet who is in the top 5% of the class, top 10% in the academic class, and who demonstrates a positive attitude, exemplary personal appearance, and attributes of initiative, judgment, courtesy, and self-confidence.

f. Daedalian Award - awarded annually to an outstanding third-year cadet who is in the top 10% of the ROTC class, the top 20% of the academic class, and demonstrates an understanding of appreciation for patriotism, love of country, service to nation, and shows potential and desire to pursue a military career.

g. **American Legion AFROTC Scholastic Award** - awarded annually to an third OR fourth-year cadet who is in the top 10% of the academic class, top 25% of the ROTC class, and who demonstrates outstanding leadership qualities and participates actively in ROTC.

h. **American Legion AFJROTC Military Excellence Award** - awarded annually to an outstanding third OR fourth-year cadet who is in the top 25% of the ROTC class and demonstrates outstanding military leadership, discipline, character, and citizenship.

i. **Daughters of the American Revolution Award** - awarded to an AS IV cadet who is in the top 25% of the school class, the top 25% of to ROTC class, and who demonstrates qualities of dependability, good character, self-discipline, and leadership ability and appreciates the importance of ROTC training.

j. **American Veterans Award** - awarded annually to cadet who has made an “A” in JROTC, is in good standing in all other classes, and demonstrates a strong, positive attitude toward JROTC and service in the Air Force, and exemplary personal appearance, strong initiative, dependability, judgment, self-confidence, and strong officer potential.

k. **Reserve Officer’s Association Award** - awarded annually to an AS IV cadet who is in the top 10% of the ROTC class, and has demonstrated a positive attitude, exemplary personal appearance, and personal attributes of courtesy, judgment, high ethical standards, and shows growth potential on positions of leadership responsibilities.

l. **Military Order of World Wars Award** - awarded annually to a cadet who demonstrates excellence in military and scholastic performance, actively participates in JROTC, and endeavors to serve the nation and is committed to continuing in JROTC.

m. **Military Officers Association of America Award** - awarded annually to an AS III cadet who is in good academic standing, and demonstrates high moral character, loyalty to the unit, school, community, and country, and shows exceptional potential for military leadership.

n. **Veterans of Foreign Wars Award** - awarded annually to an AS IV cadet who has at least a “C” average in all class work, and demonstrates a strongly positive attitude toward ROTC, outstanding bearing and conduct, strong personal attributes of courtesy, self-discipline, and leadership ability and appreciates the importance of ROTC training.

o. **National Sojourner’s Award** - awarded annually to an AS II or III cadet who is in the top 25% of the school class and demonstrates ideals of Americanism in ROTC and in the community, and shows outstanding leadership.

p. **Sons of the American Revolution Award** - awarded annually to an AS I cadet who has demonstrated a high degree of leadership, excellent military bearing, and is a top Aerospace Science performer.

q. **Scottish Rite Award** – 2nd or 3rd cadet who encourages Americanism, excel academically by being in the top 25 % of the class. Demonstrate qualities of dependability, good character, self-discipline, citizenship and patriotism.

r. **Military Order of the Purple Heart Award** - awarded annually to an AS III or IV cadet who has demonstrated a positive attitude toward AFJROTC and country, and has proved to be a leader in the Corps, active in school and community affairs, and has maintained a “B” average in all class work.

s. **Air Force Sergeants Association Award** – awarded annually to an outstanding third or fourth-year cadet demonstrating leadership, discipline, character, and citizenship. The cadet must be in the top 25% of their JROTC class.

t. **Sons of the Union Veterans of the Civil War Award** – awarded annually to a deserving cadet (any year group) demonstrating patriotism, academic excellence, and leadership.

u. **Tuskegee Airman** Award – 1st, 2nd or 3rd year cadet who maintains a “B” or better in the AS class, be in good standing and actively participates in Corps activities and 50% of all unit activities.

v. **The Retired Enlisted Association Award** – awarded annually to a deserving cadet (any year group) demonstrating outstanding leadership throughout the course of the school year.

w. **The Celebrate Freedom Award** – awarded annually for outstanding performance in academics and corps activities to a deserving first or second-year JROTC cadet.

x. **National Society United States Daughters of 1812** Award – awarded annually to a deserving cadet (any year) for academic excellence, leadership, military discipline, dependability, patriotism and upright character in speech and habits.

y. **Air Commando Association** Award – awarded annually to a cadet submitting a one-page essay based on a historical Air Force Special Operations Mission possessing the thirteen critical attributes of success, to include: integrity, self-motivation, intelligence, self-discipline, perseverance, adaptability, maturity, judgment, selflessness, leadership, skilled, physical fitness and family strength. For essay submissions by multiple cadets, the SASI will select the cadet with the essay judged closest to meeting the criteria above.

**2. AFJROTC AWARDS**: Authorized by AFROTC publications and presented to cadets selected by the SASI and approved by the principal. Every effort will be made to recognize top performers on a semester and annual basis. Award criteria is as listed below.

a. **Distinguished Unit Award (DUA)** - awarded to cadets enrolled during the academic year when a unit is selected by HQ AFJROTC to receive the DUA “outstanding” rating is earned.

b. **Outstanding Organization Award (OOA) –** awarded to cadets enrolled during the academic year when a unit is selected by AFJROTC to receive the OOA.

c. **Outstanding Flight Ribbon** - awarded each academic term to members of the outstanding flight as determined by the SASI.

d. **Top Performer Award** - This Headquarters AFJROTC award is presented to a maximum of 2% of the current unit cadet population. The award will recognize performance in the following key areas: leadership and job performance, leadership qualities, academic performance, self-improvement, and community involvement.

e. **Outstanding Cadet Ribbon** - awarded annually to the outstanding cadet in first, second, third, and fourth-year cadet. The cadet must demonstrate high moral character, positive personal attributes, display outstanding military potential, and attain academic and military excellence.

f. **Leadership Ribbon** - awarded annually to cadets in the top 10% of the cadet corps who have demonstrated sustained leadership performance in a position of leadership in corps training activities and display outstanding leadership ability above and beyond expected performance. (Limited to 5% of the cadet corps.)

g. **Achievement Ribbon** –Awarded for a significant achievement as deemed appropriate by the SASI. Individuals may not receive more than one ribbon during a 1-year period. (Limited to 5% of the cadet corps.)

h. **Superior Performance Ribbon** - awarded annually to cadets in the top 25% of the cadet corps who have demonstrated outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC. Achievement must be clearly outstanding and exceptional. (Limited to 10% of the cadet corps.)

i. **Academic Ribbon** - awarded for academic excellence by attaining an overall grade point average of at least “B” for an academic term, in addition to an “A” average in AFJROTC.

j. **Leadership School Ribbon** - awarded for completion of an approved leadership school program of at least 5 days duration. Add a silver star for outstanding performance or leadership ability at a leadership school. This ribbon may only be earned once. (Limit to 10% of the class)

k. **Special Teams Competition Ribbon** - awarded to team members for placing first, second, or third in an Air Force or Joint Service competition to include color guard, drill, saber, academic bowl, Cyberpatriot, etc.

l.  **Orienteering Ribbon** - awarded to team members for completing unit specific orienteering Program as part of the unit curriculum.

**Note**: TX-093 Orienteering is cadet-led as an after-school program. To earn this award, cadets must have competed in at least one Orienteering competition (normally sponsored by the North Texas Orienteering Association). This award may be presented to an individual cadet no more than once a semester.

m. **Co-Curricular Activities Leadership Ribbon** - awarded for leadership in AFJROTC co-curricular activities (such as dining-in chairperson, military ball chairperson, etc.). The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others.

n. **Drill Team Ribbon** - awarded to cadets who participate in at least one “official” drill activity (drill competition, public performance, etc). A cadet must be recommended for this award by the Drill Team Commander.

o. **Color Guard Ribbon** - awarded to cadets who participate in at least three “official” color guard activities(flag presentation at a pep rally/sporting event/other public or school presentation; drill meet competition; etc). A cadet must be recommended for this award by the Color Guard Commander.

p. **Saber Team Ribbon** - awarded to cadets who participate in at least one “official” saber team activity (drill competition, public performance, etc). A cadet must be recommended for this award by the Saber Team Commander.

q. **Good Conduct Ribbon** - awarded to cadets with no suspensions of any kind, no adverse reports from other staff or faculty in one academic term.

r. **Service Ribbon** - awarded not more than once each semester to cadets for distinctive performance in school, community, or AFJROTC service projects outside of normal classroom time. This award is limited to cadets whose active participation in a service project significantly contributed to the goals of the organization.

***Note****:* *Drill, Saber, and Color Guard team membership does NOT qualify for the Service Ribbon unless community service hours are awarded as well.*

**s. Health and Wellness Ribbon** - awarded by the SASI for sustained participation in the Ryan High School AFJROTC physical fitness program. This requires cadets to be tested under Presidential Physical Fitness guidelines.

**t. Recruiting Ribbon** - awarded each semester to cadets who have participated and supported unit recruiting activities or have personally recruited a new member for the unit. The cadet must also have the recommendation of the Unit Recruiting Officer.

**t. Activities Ribbon** - awarded no more than once each semester to cadets who have participated in a formally scheduled co-curricular activity (other than color guard, drill, or Special Teams Competition activities) such as a parade or activity in uniform representing the unit in front of the public.

**u. Attendance Ribbon** - awarded to cadets with no more than 4 excused absences and no unexcused absences in an academic term.

**v. Dress & Appearance Ribbon** - awarded for wearing the uniform on all designated uniform days and conforming to all AFJROTC dress and appearance standards.

**w. Longevity Ribbon** - awarded annually at the spring award banquet to cadets completing a full academic year in ROTC.

***NOTE 1:*** *The top five* ***Civil Air Patrol*** *medals/ribbons (Spaatz, Eaker, Earhart, Mitchell, and Curry awards) may be worn on the JROTC uniform if earned in the Civil Air Patrol program. Cadets must provide appropriate paperwork/documentation from CAP authorizing wear of these awards.*

***NOTE 2****: Shoulder cords or aiguillettes will be issued to members of special teams. Cords will be turned in as an issued item once membership is terminated on a particular team.* ***In no case will a cadet wear more than one cord with the Corps uniform****. Current RHS AFJROTC cords are established as*:

RED Drill Team

RED/BLUE Color Guard

PURPLE APT Team

APT Commander

GREEN PT Team

GREEN/RED PT Commander

YELLOW Rocketry Team

YELLOW/RED Rocketry Commander

ORANGE Orienteering Team

ORANGE/RED Orienteering Commander

Light BLUE Cyberpatriot Team

Cyberpatriot Team Commander

BLACK First Sgt

SILVER Chief of Staff

Squadron Commander

SILVER CC/Dep CC/Ops CC/Logistics CC/ Personnel CC

***NOTE 3:*** *Awards will be presented at appropriate ceremonies. Proper advance publicity will be arranged by the Public Affairs Officer. Family and friends will be invited to attend these ceremonies.*

***NOTE 4:*** *Ribbons and Badges are worn as described in Chapter Six of the AFJROTC Guide (dated 22 Jun 11). Precedence of awards is indicated by AFJROTC Visual Aid 36-4 which is displayed on the unit bulletin board.*

**3. TX-093 UNIT AWARDS**: Authorized by AFROTC publications and presented to cadets selected by the SASI and approved by the principal. Normal award criteria are listed below.

**a. Cadet of the Month Award.** Requirements:

1. Must not miss a uniform day in a 4 week period.
2. Be passing JROTC and all core classes.
3. Have the highest uniform grade in flight.
4. Participation outside of class.
5. Maintain a “C” average in all “core” classes (math, science, social studies, English)

**b. Cadet of the Semester Award.** Requirements:

1. Passing JROTC and core classes.
2. No uniform misses.
3. Participate outside of class.
4. Must be one of the three cadets who have received the top cadet of the six weeks award.

**c. Cadet of the Year Award.** Requirements:

1. Passing JROTC and core classes.
2. No uniform misses.
3. Participate outside of class.
4. Must be one of the two cadets who have received the fall or spring top cadet of the semester award.

**d. Star System Recognition.** All cadets will be recognized weekly for proper uniform wear, receiving a “star” for recognition. Stars will be posted next to cadet names in the main class room. Requirements:

1. Must wear the uniform on the SCHEDULED wear day for that cadet’s class.
2. Must keep the uniform on ALL DAY or until school is over for the day.

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**CHAPTER FOURTEEN**

## LETTER JACKET and

## EXCEPTIONAL CADET RECOGNITION POLICY

LETTER JACKET

1. A Ryan High School letter jacketwith an AFJROTC letter may be earned for outstanding sustained performance in AFJROTC activities.

2. Letter jackets are normally awarded near the end of the second semester when all requirements are satisfied. Sophomores may have enough points to have earned a letter jacket but cannot wear the jacket until the beginning of their junior year.

3. To wear a letter jacket, a cadet must meet the following requirements:

a. Be classified as a Junior or Senior.

b. Must maintain a passing grade in JROTC and all core classes.

c. Be active in JROTC; must participate in a team and in a defined number of team events.

d. Complete 50 hours of community service during freshmen and sophomore year.

e. Cadet must wear uniform.

f. Have secured the recommendation of the Group Commander and the approval of the SASI/ASI.

g. Have earned at least 225 points. Cadets must keep track of their own points. (SASI/ASI will verify points prior to awarding the jacket).

4. Cadets may also purchase Jackets at their own expense (but must be AT LEAST a junior to wear the jacket).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TALLY SHEET FOR LETTER JACKET** | | | | | |
| 225 | 225 | 225 | 225 | Points | Description |
|  |  |  |  | 10 | Category 1 Awards |
|  |  |  |  | 5 | Category 2 Awards |
|  |  |  |  | 3 | Category 3 Awards |
|  |  |  |  | 10 | Cadet Behavior or action reflecting significant credit upon the corps to be specially recognized by the SASI/ASI. |
|  |  |  |  | 20 | First Place Scheduled Competition. |
|  |  |  |  | 15 | Second Place Scheduled Competition. |
|  |  |  |  | 10 | Third Place Scheduled Competition |
|  |  |  |  | 5 | Each Semester satisfactory work on Staff |
|  |  |  |  | 5 | Each Semester Passing JROTC |
|  |  |  |  | 10 | Each Semester making an “A” (both academics and leadership) |
|  |  |  |  | 5 | Each Semester member on a JROTC team. |
|  |  |  |  | 20 | Distinguished Cadet Award |
|  |  |  |  | 10 | Outstanding Cadet |
|  |  |  |  | 5 | Look Sharp Award |
|  |  |  |  | 10 | Outstanding Flight |
|  |  |  |  | 5 | Student participation in other organizations (per semester) |
|  |  |  |  | 5 | Attendance of major Corps event |
|  |  |  |  | 7 | Attendance of a Team Sponsored Competition |
|  |  |  |  | 2 | Fund raising participation (Per hour) |
|  |  |  |  | 25 | Uniform Inspection (100% participation with all grades over an 80) |

**TX-093 FORM-30**

**5.** Award Categories:

a. Category 3 Awards:

(1) Academics

(2) Service

(3) Activities

b. Category 2 Awards:

(1) Outstanding Flight (member)

(2) Outstanding 1st, 2nd, 3rd, or 4th Year Cadet

(3) Leadership

(4) Achievement

(5) Superior Performance

(6) Distinguished or Outstanding Unit Award

(7) Leadership school

(8) Co-curricular Activities Leadership

c. Category 1 Awards:

(1) Boy Scout (Eagle)

(2) Girl Scout (Top rank)

(3) Air Force Association

(4) Daedalians

(5) American Legion Scholastic

(6) American Legion General Military Excellence

(7) Daughters of the American Revolution

(8) American Veterans Ribbon

(9) Reserve Officers Association

10) Military Order of World Wars

(11) Military Officers Association

(12) Veterans of Foreign Wars

(13) National Sojourners Award

(14) Sons of the American Revolution

(15) Scottish Rite

(16) Military Order of the Purple Heart

(17) Air Force Sgt’s Association

(18) Sons of the Union Veterans of the Civil War

(19) Tuskegee Airmen AFJROTC

(20) The Retired Enlisted Association

(21) Celebrate Freedom Foundation

(22) National Society United States Daughters of 1812

(23) Air Force JROTC Valor (Gold)

(24) Air Force JROTC Valor (Silver)

(25) Cadet Humanitarian Award

(26) Honor Unit

(27) Earned another Letter for another Organization

(28) Top Performer Award

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**CHAPTER FIFTEEN**

**CERTIFICATES OF TRAINING AND COMPLETION**

1. There are two types of certificates that may be awarded to AFJROTC cadets; the “**CERTIFICATE OF COMPLETION**” and the “**CERTIFICATE OF TRAINING**”. Information concerning each certificate is provided below to enable cadets who qualify for minimum enrollment to assess the value of each certificate.

a. **CERTIFICATE OF COMPLETION:** Presented to cadets of good standing who have completed at least three years of the AFJROTC program. Cadets who have this certificate in their possession when they enroll in a senior ROTC program or upon enlistment in the Armed Forces of the United States may gain benefits offered by successful completion of the AFJROTC program.

(1) With the Certificate of Completion, the cadet may be excused from one year of the General Military Course (**GMC**) in the Senior ROTC Program. This privilege must be arranged with the Professor of Aerospace Studies (**PAS**) at the time of enrollment in a college or university.

(2) If the graduating cadet elects to enlist in the Armed Forces of the United States, the Certificate of Completion will provide for promotion to pay grade E-2 to E-4, depending on individual service. Enlistment in the United States Air Force will result in E-3 rank, equivalent to the grade of Airman First Class. This promotion at the time of enlistment provides for an immediate monetary benefit and will place the cadet ahead of all other enlistees who enter at the same time.

b. **CERTIFICATE OF TRAINING:** Presented to cadets of good standing who have completed two years of the JROTC Program and who graduate from high school or transfer to another school.

2. These certificates are not awarded automatically based upon academic grades. Consideration is given to the total performance and achievement as a member of the unit. It is possible to complete the AFJROTC course for academic credit and not be considered to have met the “**Whole Person Concept**” requirements for the award of a certificate. The SASI will make the final determination.

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## CHAPTER SIXTEEN

**STAFF MEETING PROCEDURES**

1. The Corps Commander will hold staff meetings no more than once a week throughout the school year. Normally staff meetings will be on Friday mornings before school.

2. Staff meetings are held to provide the opportunity for face-to-face communication between the Corps Commander and the staff. It is a vehicle for corps problem solving and allows the cadet staff to participate in the unit planning and remain informed about issues and activities of importance to the unit mission. It is the responsibility of designated Corps Staff members (as designated in chapter 12) to be present at staff meetings. Failure to attend staff meetings could result in loss of position/rank. All Corps members are invited to attend.

3. The following staff meeting procedures applies:

a. The Corps Commander will normally conduct the meeting. The ranking officer will chair in the commander’s absence.

b. The Chief of Staff or Deputy Commander (as directed by the Corps Commander) will prepare the meeting agenda. The agenda will be approved by the Corps Commander and include as a minimum a status report of each Squadron Commander (OPS, SS, TNG) in the Corps. Final agenda approval is by SASI/ASI. (Agenda will be finalized one full day prior to staff meeting).

c. The Information Management Officer (or NCOIC), will serve as recorder and prepare minutes of each meeting detailing decisions reached, actions taken, and assignments made with detail concerning the action officer/specialist and project suspense dates to be met. The staff meeting report will be submitted to the Corps Commander within three school days of the meeting. After approved, a copy of the minutes will be posted on the unit bulletin board, with additional copies given to the SASI and ASI.

4. The Corps Commander will follow-up on all pending actions directed during unit staff meeting to ensure that the responsible staff member accomplishes their required actions.

5. The meeting will begin with a status report from all Squadron Commanders. The Corps Commander will brief Group staff on special interest items and unit policy. Subsequently, briefings will be given by other staff members on the status of upcoming activities, suspense, problem areas, and recommended solutions. When possible, issues brought before the staff should be put forth in the “completed Staff Work” format, i.e., problems, options, and recommended solution.

6. Each member of the Corps Staff (function) will be represented by the officer (or their designated representative) at every staff meeting unless excused by the Commander or SASI/ASI.

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**Attachment 1**

## 30 COMMAND FLIGHT DRILL SEQUENCE

1. Fall In 16. To the Rear, March

2. Open Ranks, March 17. To the Rear, March

3. Ready Front 18. Column Right, March

4. Close Ranks, March 19. Forward, March

5. Present Arms 20. Eyes Right

6. Order Arms 21. Ready Front

7. Parade Rest 22. Column Right, March

8. Attention 23. Forward, March

9. Left Face 24. Change Step, March

10. About Face 25. Column Right, March

11. Forward March 26. Forward, March

12. Right Flank, March 27. Flight Halt

13. Left Flank, March 28. Left Face

14. Column Right, March 29. Right Step, March

15. Forward March 30. Flight Halt

The Flight Commander will salute to signify completion.

**Attachment 2**

## “MY” CHAIN OF COMMAND

|  |  |
| --- | --- |
| CHAIN OF COMMAND | |
| **POSITION** | **RANK/NAME** |
| Commander-in-Chief |  |
| Secretary of Defense |  |
| Chairman, Joint Chief of Staff |  |
| Secretary of the Air Force (SAF) |  |
| Air Force Chief of Staff (AFCOS) |  |
| Commander, Air Education and Training Command (AETC) |  |
| Commander, Air University (AU) |  |
| Commander, Holm Center |  |
| Director, AFJROTC |  |
| Principal, Ryan High School |  |
| Senior Aerospace Science Instructor TX-093 |  |
| Aerospace Science Instructor TX-093 |  |
| CADET CHAIN OF COMMAND | |
| **POSITION** | **RANK/NAME** |
| Corps Commander |  |
| Deputy Corps Commander |  |
| Chief of Staff |  |
| First Sgt |  |
| Flight Commander |  |
| Flight Sergeant |  |
| Flight Guide |  |
| Element Leader |  |
|  |  |

**Attachment 3**

#### TX-093 ORGANIZATIONAL CHART

**Attachment 4**

**Attachment 5**

 1AFJROTC INSIGNIA 10-03

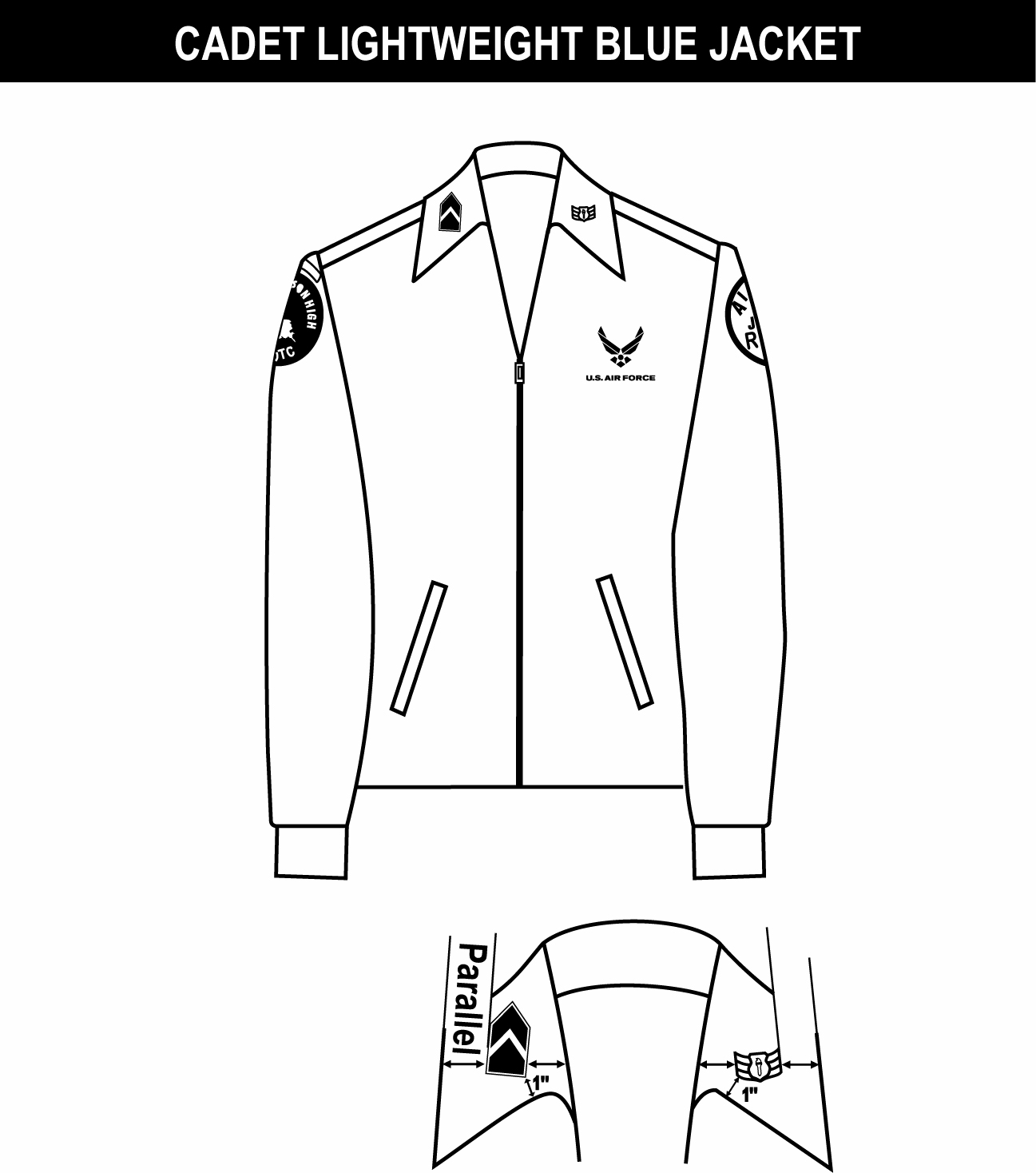
**Attachment 6**

\* Enlisted Ranks will have no hat insignia on the flight cap

Note 1

**Atch 7 Attachment 8**

**Officers wear hat insignia with stars. Enlisted ranks will have no insignia on flight caps**.

 7CADETMALE1620SERVICEDRESS 10-05

Note 4

Note 1

Note 2

Note 3

1. Unit patch worn on right pocket and centered.

2. Tapes grounded and centered on pockets.

3. Grade insignia (officer or enlisted) is worn on both left and right collars, centered on collar and parallel with bottom of collar. Airman Basic has no collar insignia.

4. AFJROTC patch worn on left pocket and centered.

**Attachment 9**

Outer edge

Inner edge

Inner edge

Outer edge

LIGHTWEIGHT BLUE JACKET

COLLAR INSIGNIA

Note 8

Note 7

Note 6

Note 5

Note 3

Note 2

Note 1

1. (Officers only) When placing rank on epaulet instead of collar, use standard size metal rank, center on epaulet 5/8 in from shoulder seam.

2. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1” below shoulder seam.

3. Unit patch on right sleeve ½ to 1 inch below shoulder seam and centered.

4. Grade insignia (officer and enlisted) is worn on both left and right collar. Airman Basic have no collar insignia.

5. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.

6. AFJROTC patch on left sleeve ½ to 1 inch below shoulder seam and centered.

7. Jacket will be closed to at least the halfway point.

8. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.

Note 4

**Attachment 10**

1. Awareness Presentation Team (APT) badge: Center on welt pocket 3 inches below the top.

2. Name tag: Center between arm seam and lapel with bottom edge parallel to top of welt pocket

3. Kitty Hawk Badge: see note 15.

4. Unit patch: Placed ½ to 1 inch below shoulder seam and centered.

5. Shoulder tabs: Center between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.

6. Aerospace Education Foundation (AEF) Badge: see note 15.

7. Distinguished Cadet Badge: see note 15.

8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.

9. AFJROTC Patch: Placed ½ to 1 inch below shoulder seam, and centered.

10. Flight Solo or Flight Certificate Badge: see note 15.

11. Ground School Badge: see note 15.

12. Ribbons: Center, on but not over edge of pocket. Wear 3 or 4 in a row. Wear all or some.

13. Academy of Model Aeronautic Wings: worn 1 inch below pocket.

14. Model Rocketry Badge: worn 2 inches below AMA Wings or 3 inches below pocket if no AMA Wings are worn.

15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

Note 14

Note 13

Note 12

Note 11

Note 10

Note 9

Note 8

Note 6

Note 2

Note 3

Note 4

Note 7

Note 5

Note 1

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**Attachment 11**

Note 9

Note 10

Note 11

Note 12

Note 13

Note 14

Note 7

Note 6

Note 5

Note 4

Note 3

Note 2

Note 1

1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.

2. Awareness Presentation Team Badge: see note 15.

3. Unit patch: center ½ to 1 inch below shoulder seam.

4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.

5. Kitty Hawk Badge: see note 15.

6. Aerospace Education Foundation (AEF) Badge: see note 15.

7. Distinguished Cadet Badge: see note 15.

8. Grade insignia (officer or enlisted) worn on both lapels. Airman Basic wear lapel insignia on both lapels. Place insignia halfway up the seam, resting on but not over it. Bottom of insignia is horizontal with the ground.

9. Flight Solo or Flight Certificate Badge: see note 15.

10. Ground School Badge: see note 15.

11. AFJROTC Patch: center ½ to 1 inch below shoulder seam.

12. Academy of Model Aeronautic (AMA) Wings: see note 15.

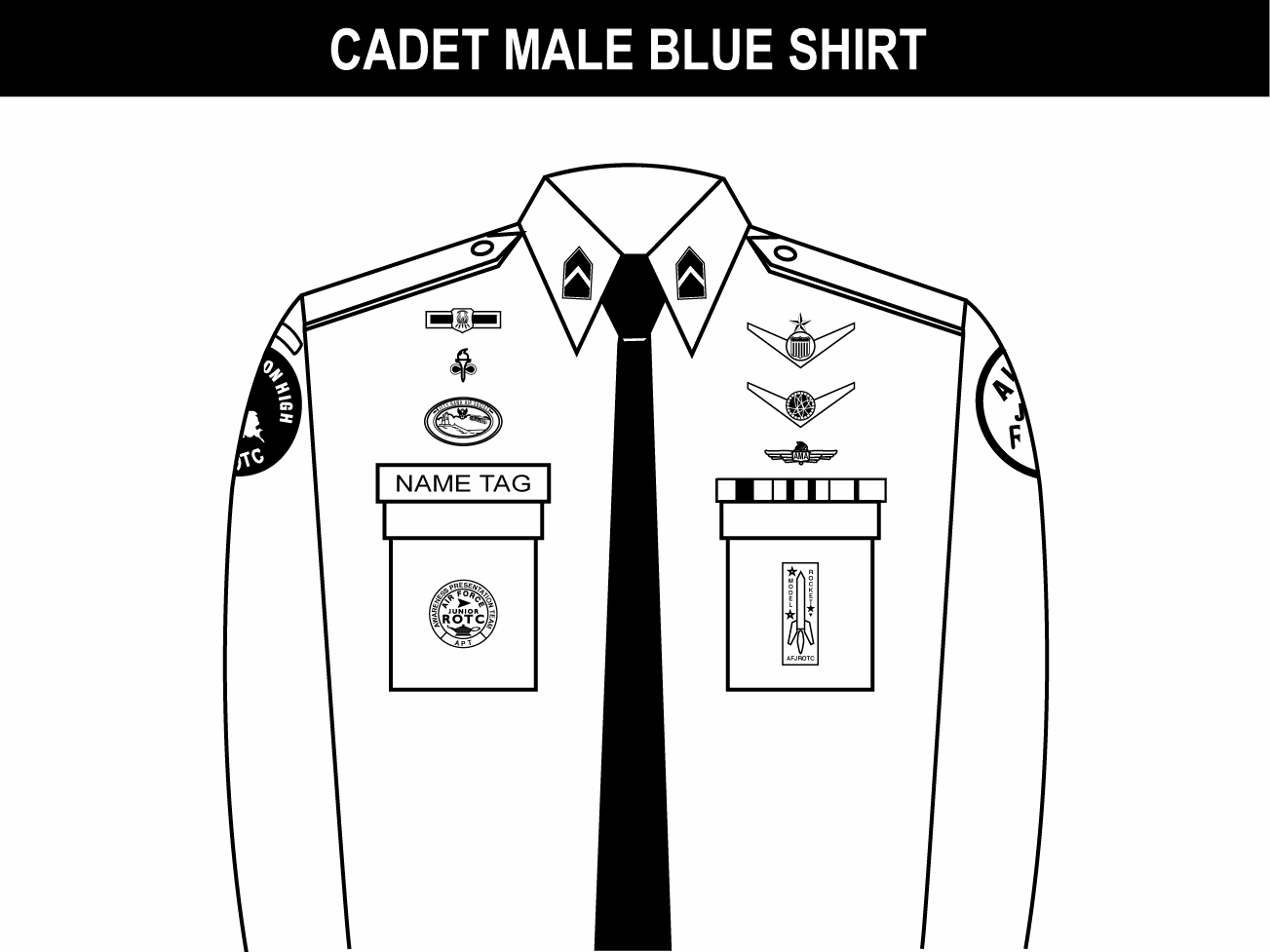
13. Model Rocketry Badge: see note 15.

14. Ribbons: center ribbons resting on but not over edge of welt pocket. Wear 3 or 4 in a row. Wear all or some.

15. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.

Note: Cadets may wear the rank on both coat and shirt at the same time or only on the coat. The cadets must be in proper uniform at all times. If they have the coat on, the rank insignia must be on the coat. If they remove the coat, the rank must be on the shirt.

Note 8



Note 1

Note 14

Note 13

Note 10

Note 12

Note 11

Note 9

Note 8

Note 7

Note 6

Note 5

Note 4

Note 3

Note 2

1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.

2. Name tag: authorized for wear and is to be grounded and centered over wearer’s right pocket.

3. Unit patch: center ½ to 1 inch below shoulder seam.

4. Shoulder tab: center between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.

5. Kitty Hawk Badge: see note 15.

6. Aerospace Education Foundation (AEF) Badge: see note 15.

7. Distinguished Cadet Badge: see note 15.

8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.

9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.

10. Flight Solo or Flight Certificate Badge: see note 15.

11. Ground School Badge: see note 15.

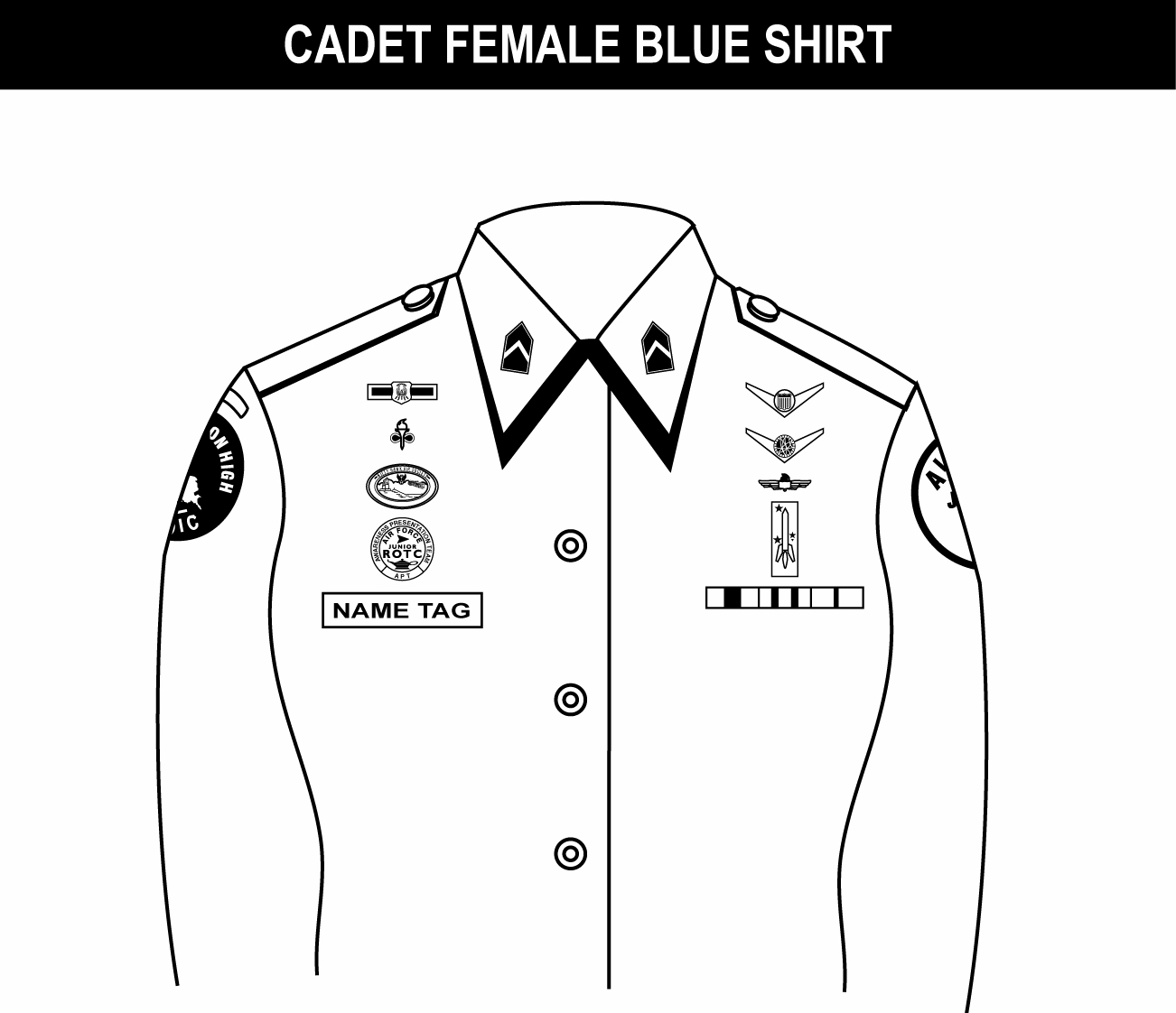
12. Academy of Model Aeronautic (AMA) Wings: see note 15.

13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.

14. Ribbons: ground and center on pocket.

15. First badge placed ½ inch above name tag or ribbons and is centered horizontally. Additional badges placed ½ inch above previous badge.

**Attachment 12**



**Attachment 13**

1. Name tag: authorized for wear and is to be centered on right side, even with to 1 1/2 inches higher or lower than the first exposed button.

2. Awareness Presentation Team Badge: see note 16.

3. Unit patch: center ½ to 1 inch below shoulder seam.

4. Shoulder tab: centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.

5. Kitty Hawk Badge: see note 16.

6. Aerospace Education Foundation (AEF) Badge: see note 16.

7. Distinguished Cadet Badge: see note 16.

8. Grade insignia (officer or enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank’s bottom point of torch points toward the point of the collar. Officer top point of rank aligned with point of collar. Airman Basic have no insignia of any kind on the collar.

9. (Officers only) When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam.

10. Flight Solo or Flight Certificate Badge: see note 16.

11. Ground School Badge: see note 16.

12. Academy of Model Aeronautic (AMA) Wings: see note 16.

13. AFJROTC Patch: center ½ to 1 inch below shoulder seam.

14. Model Rocketry Badge: see note 16.

15. Ribbons: Center, parallel with ground. Align with bottom of name tag. Or, if no name tag, align bottom of ribbons even with to 1 ½ inches higher or lower than the first exposed button.

16. First badge placed ½ inch above name tag or ribbons (whichever is appropriate) and is centered horizontally. Additional badges placed ½ inch above previous badge.

Note 7

Note 6

Note 5

Note 4

Note 3

Note 2

Note 1

Note 8

Note 9

Note 10

Note 11

Note 12

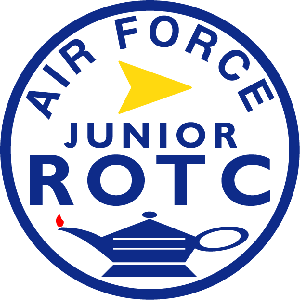
Note 13

Note 14

Note 15

#### *Attachment 14*

#### TX 93rd



**TX-093 AFJROTC**

**COURSE SYLLABUS**

**1ST – 3RD YEAR CADETS**

#### COURSE NAME: Aerospace Science: Science of Flight, AS 210; Leadership Education: Communication, Awareness, and Leadership, LE 200

CREDIT HOURS: 1 (One) P.E. or Elective credit

INSTRUCTOR’S NAME: Col David Lee and TSgt Gina Hahn

REQ’D TEXT: Aerospace Science: Science of Flight; Leadership Education: Communication, Awareness, and Leadership

**COURSE DESCRIPTION: Aerospace Science 210:** This science course is designed to acquaint students with the aerospace environment, human requirements of flight, principles of aircraft flight, and principles of navigation. The course begins with a discussion of the atmosphere and weather followed with discussions for how this environment affects flight. We also discuss forces of lift, drag, thrust, and weight as students learn the basics of navigation, including map reading, course plotting, and the effects of wind. **Leadership Education 200:** Stresses communications skills and cadet corps activities. Much information is provided on communicating effectively, understanding groups and teams, preparing for leadership, solving conflicts and problems, and personal development. Writing reports and speeches compliment the academic materials. The **Health and** **Wellness** program focuses on nutrition, exercise and physical activities to include ROPES. Additionally, wear of the uniform, Air Force customs and courtesies, and basic drill skills are introduced.

**COURSE OBJECTIVES:** **AEROSPACE SCIENCE 210** **1.** Know the atmospheric environment. **2.** Know the basic human requirements for flight. **3.** Know why Bernoulli’s principle and Newton’s Laws of Motion are applied to the theory of flight and the operating principles of reciprocating engines, jet engines, and rocket engines. **4.** Know the basic elements of navigation, the four basic navigation instruments, and the current methods of navigation.  **LEADERSHIP 200: 1.** Apply the key factors of effective communications **2.** Know the ways in which personal awareness affects individual actions. **3.** Know the key elements of building and encouraging effective teams. **4.** Apply the key behaviors for becoming a credible and competent leader. **WELLNESS:** Motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

**UNIFORM DAY:** Worn Wednesday or Thursday, all day, as described in the Cadet Guide and designated on each six weeks calendar for the uniform of the week.

**GRADING PROCEDURES:**

1. **Uniform Inspections - 30%**
2. **Homework/Participation - 20%**
3. **Chapter tests - 30%**
4. **PT participation - 20%**

**Grading Scale**: See DISD Student and Parent Handbook 2012-2013

**Grade Percentage Required**

**Superior Work 90% - 100%**

**Good Work 89% - 80%**

**Average Work 79% - 75%**

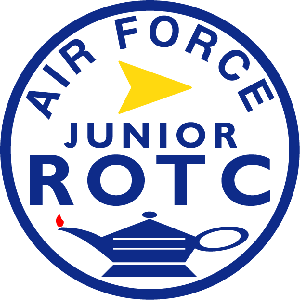
**Passing Work 74% - 70%**

**Failing Work 69% - 00%**

See additional policies covering Grading, Make-Up Work, and Promotion in the Cadet Guide provided to each student.

***Attachment 15***

***Attachment 29***



**TX-093 AFJROTC**

**COURSE SYLLABUS**

**4TH YEAR CADETS**

#### COURSE NAME: Aerospace Science 400: Management of the Corps; Leadership Education 400: Management. Note: LE IV is for 4th yr cadets only.

CREDIT HOURS: 1 (One) P.E. or Elective credit

INSTRUCTOR’S NAME: Col Lee and TSgt Hahn

REQ’D TEXT: Aerospace Science: None. Leadership Education 400: Principles of Management.

**COURSE DESCRIPTION:** **Aerospace Science:** Cadets manage the entire corps during their fourth year in the JROTC program. This hands-on experience affords cadets the opportunity to put the theories of previous leadership courses into practice. All planning, organizing, coordinating, directing, controlling, and decision-making will be done by the cadets. They practice their communication, decision-making, personal-interaction, managerial, and organizational skills. **Leadership Education:** This course is a guide to understanding the fundamentals of management, managing yourself, and managing others. Emphasis is placed on allowing the student to see him/herself as a manager. Every organization, regardless of size, faces the challenge of managing operations effectively. No matter how well a manager performs his/her job, there are always ways of doing at least part of the task more effectively. There are four leadership building blocks considered in this text, from the military and civilian perspective. Attention to these areas will form a strong foundation for a capability to lead others—something that can be very valuable to cadets for the rest of their lives. The four areas are: Management Techniques, Management Decisions, Management Functions, and Managing Self and Others. **Health & Wellness**: Motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

**COURSE OBJECTIVE: Management of the Corps: 1.** Apply theories and techniques learned in previous leadership courses. **2.** Know how to develop leadership and management competency through participation. **3.** Apply strengthened organizational skills through active incorporation. **4.** Know how to develop confidence in ability by exercising decision-making skills. **5.** Apply Air Force standards, discipline, and conduct. **LEADERSHIP EDUCATION** **1.** Comprehend the importance of management **2.** Comprehend the techniques and skills involved in making management decisions **3.**  Comprehend the concepts and skills of problem solving, decision-making, and negotiating **4.**  Comprehend the importance of managing yourself and others. **HEALTH &** **WELLNESS:** Motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives.

**UNIFORM DAY:** Worn Wednesday or Thursday, all day, as described in the Cadet Guide and designated on each six weeks calendar for the uniform of the week.

**GRADING PROCEDURES:**

1. **Uniform Inspections - 30%**
2. **Homework/Participation - 20%**
3. **Chapter tests - 30%**
4. **PT participation - 20%**

**Grading Scale:** See DISD Student and Parent Handbook 2012-2013

**Grade Percentage Required**

**Superior Work 90% - 100%**

**Good Work 89% - 80%**

**Average Work 79% - 75%**

**Passing Work 74% - 70%**

**Failing Work 69% - 00%**

See additional policies covering Grading, Make-Up Work, and Promotion in the Cadet Guide provided to each student.